FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 36

FEDERAL BUREAU OF INVESTIGATION

NOTICE

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2106

FAIRCLOTH FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 26, 1955

FROM :

SUBJECT: SECURITY INDEX - [redacted]
SUBMISSION OF SUMMARY REPORTS
Bufile

ASAC [redacted] of the New York Office called today in connection with the reinstitution of the Summary Report Program in Security Index cases in the New York Office. He wanted to know (1) if it was necessary to submit a supplemental summary report in the event a summary report had ever been submitted in the case and (2) if it was necessary to submit a summary report in the event a summary report had been prepared subsequent to the initiation of the Summary Report Program throughout the field on September 22, 1951.

He was advised that (1) if no summary report had been submitted subsequent to September 22, 1951, it would be necessary to bring the cases up to date by the submission of a supplemental summary report, and (2) in those cases in which a summary report had been submitted under the Summary Report Program instituted in September, 1951, it would be permissible to submit an investigative report bringing the case up to date.

The above instructions are in line with instructions previously issued regarding the submission of reports in Security Index cases.

ACTION:

None. This is submitted for record purposes.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

[redacted] DATE: 10/17/55

TO : DIRECTOR, FBI

FROM : SAC, SAN FRANCISCO [redacted]

SUBJECT: WAR PLANS - SAN FRANCISCO DIVISION

Re SAC Letter 55-57 and 55-59.

In compliance with SAC Letter 55-57, the San Francisco Office is incorporating in its War Plans the instructions set forth concerning the transportation and protection of cryptographic materials and the Security Index during a period of evacuation.

At this time San Francisco is holding in abeyance incorporation of the instructions relating to the additional set of Security Index cards. San Francisco has requested Bureau authority to purchase a safe type file cabinet with combination lock for maintenance of the Security Index cards at the San Jose Resident Agency as well as authority to place the cards in the custody of SA who, although not the Senior Resident Agent at San Jose, is an experienced resident agent familiar with Security Index operations. As soon as the maintenance and custody phases have been established the pertinent instructions will be incorporated in the San Francisco Division War Plans.

It is noted that the San Francisco Office is presently conducting a survey to establish a new relocation site in the San Jose Area. This matter is being given continuous attention in an effort to prevent any undue delay in establishing the relocation site. As soon as the site is established the instructions set forth in SAC Letter 55-59 will be complied with and the information incorporated in the San Francisco Division War Plans.

UNRECORDED

SAC, Kansas City

October 27, 1955

Director, FBI

PERSONAL ATTENTION

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX - Genl.

Reurlet dated October 13, 1955, in which you advised that you were conducting a survey to determine the feasibility of placing a Remington Rand Safe Cabinet in the Topeka, Kansas, Resident Agency for the storage of the additional set of Security Index cards of subjects in your area.

You are requested to advise as to what arrangements have been made by you for the storage of these cards.

cc - Bufile

(Security Index)

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10/31/55

FROM : SAC, Newark

SUBJECT: BUREAU WAR PLANS - FIELD RELOCATION, SECURITY INDEX, AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIAL

General

Reurlet 10/26/55.

It is suggested that in view of the fact the Paterson Resident Agency is located within a critical target area, that the additional set of security index cards be stored at the New Brunswick Resident Agency.

It is to be noted that the New Brunswick Resident Agency does not contain a cabinet of the type suitable for the storage of the cards.

It is suggested, therefore, that a proper cabinet be furnished.

10/11/

UNRECORDED

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

SAC, SAN FRANCISCO

Transmit the following ~~AIRTEL~~ message to: AIR MAIL

DIRECTOR, FBI 10/11/55

WAR PLANS - SAN FRANCISCO DIVISION
SECURITY INDEX - SAN FRANCISCO DIVISION

Re No Number SAC Letter 55-R.

See my letter, 9/27/55, requesting Bureau authority to purchase a safe cabinet for storage of material.

UNRECORDED

[redacted]

DIRECTOR, FBI

October 10, 1955

SAC, SAVANNAH

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX - Gen.

Re No Number SAC Letter 55-R.

The Augusta Resident Agency designated as the site for the additional Security Index does not have fireproof filing cabinets which could be equipped with the necessary steel bar and combination-type padlock described in SAC Letter 55-R. The only cabinets available are steel cabinets with tumbler-type locks.

The two Security Index cards of the Savannah Division were forwarded to the Augusta RA by Registered Mail dated September 30, 1955, together with a copy of the Emergency Detention Program Survey with appropriate instructions as to the security to be afforded this material. The Bureau was advised that this was being done by Savannah letter dated September 30, 1955, entitled Emergency Detention Program Survey.

This material will be immediately returned to the Savannah Office and maintained until the security outlined in the Bulet 55-R can be obtained for the Augusta Resident Agency.

The attention of the Bureau is directed to the fact that the Savannah Division has only two Security Index subjects. In the interest of economy, Bureau may desire to consider authorizing this office to obtain a safety deposit box at a bank in Augusta, Georgia, in which the two Security Index cards together with the Emergency Detention Program Survey may be placed. Of course, such would mean this material would not be available 24 hours a day. If this plan is not approved by the Bureau, it is requested that appropriate storage facilities be forwarded by the Bureau to the Augusta Resident Agency.

UNRECORDED

[redacted]

SAC, Savannah

October 17, 1955

Director, FBI

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX, AND TRANSPORTATION
OF CRYPTOGRAPHIC MATERIALS

Reurlet dated October 10, 1955.

In view of the limited number of Security Index cards maintained in your office, it is felt that ample security will have been attained for the maintenance of these cards and a copy of your Emergency Detention Program Survey if you will have a regular steel metal cabinet equipped with the bar and locking device and the dial-type combination lock as specified in No Number SAC Letter 55-R. When this has been done and the Security Index cards and Detcom Survey have been stored in the Augusta Resident Agency, the Bureau should be advised.

~~cc - Bufile~~

(SI - Savannah Division)

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

DATE: 10-14-55

TO : Director, FBI

FROM : SAC, San Diego

PERSONAL AND CONFIDENTIAL

SUBJECT: WAR PLANS - FIELD RELOCATION, SECURITY INDEX

Re No Number SAC Letter 55-R.

The Riverside Resident Agency, which has been designated as the storage space for the extra set of Security Index Cards, is not equipped with a fireproof vault, safe, or filing cabinet equipped with a three-position dial type combination lock. I have also determined a fireproof filing cabinet without a dial lock is likewise unavailable at the Riverside Resident Agency. It is therefore requested the Bureau furnish a fireproof filing cabinet with or without a dial lock, which will be used to retain the extra set of Security Index Cards.

The additional set of SI Cards will not be forwarded to the Resident Agency until adequate storage facilities are available.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (STRICTLY CONFIDENTIAL) DATE: 10/18/55

FROM : SAC, Norfolk

SUBJECT: WAR PLANS - FIELD RELOCATION,
SECURITY INDEX
NORFOLK OFFICE

Re No Number SAC Let 55-B dated 10/3/55 instructing that the additional set of Security Index cards, when placed in the Resident Agency, must be stored in a fireproof vault, safe, or filing cabinet equipped with a three position dial-type combination lock.

There are no comparable cabinets as described in referenced No Number SAC Let in the Norfolk Office or in the Newport News Resident Agency, where the additional set of Security Index cards is to be maintained. No cabinets of this nature are available through the Postmaster at Newport News. (The Newport News Resident Agency is located in the Post Office Building.)

It is suggested that appropriate storage facilities for the additional set of Security Index cards be furnished to Norfolk for use in the Newport News Resident Agency. The additional set of Security Index cards will be retained in the Norfolk Office until suitable storage facilities are furnished.

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

A I R T E L

Transmit the following ~~Teletype message to~~

FBI, SAN ANTONIO 10/11/55

DIRECTOR, FBI

RE: WAR PLANS - FIELD RELOCATION, SECURITY INDEX -

Re SAC Letter 55-57 (Q).
Re NO NUMBER SAC LETTER 55-H.

As Bureau has been previously advised, the additional set of Security Index cards will be maintained in the Austin, Texas, Resident Agency. This Resident Agency is located at Room 1011, Perry Brooks Building, Austin, Texas. There is no safe, vault, or fireproof filing cabinet available for use in Austin. The cards have been prepared and are ready to be placed in the RA. It is requested that appropriate storage facilities be forwarded to the Austin RA.

END

3 - Bureau
(Detcom-Survey)
(War Plans)

AIR TEL

Approved:

UNRECORDED

[redacted]

Office Memorandum • UNITED STATES GOVERNMENT

DATE: OCT. 10, 1955

TO : DIRECTOR

FROM : SAC, OKLAHOMA CITY

SUBJECT: WAR PLANS - FIELD RELOCATION, SECURITY INDEX AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIALS

ATTENTION - SUBVERSIVE CONTROL SECTION OF THE DOMESTIC INTELLIGENCE DIVISION

Re SAC Letter 55-57, Section (Q), and Bulet to Albany Sept. 19, 1955.

Reference is also made to No Number SAC Letter 55-R.

In mylet of Sept. 14, 1955, I recommended that the Tulsa Resident Agency be selected as the place of retention for the additional set of Security Index cards upon their receipt from the Bureau.

We have now received the extra set of Security Index cards. They have been fully checked and set up in accordance with Bureau instructions. However, upon receipt of No Number SAC Letter 55-R it was noted that the Bureau requires that these records, when placed in a Resident Agency, must be stored in a fireproof vault, safe or filing cabinet equipped with a three position dial-type combination lock; that if a fireproof filing cabinet without a dial lock is available, it may be used if it is equipped with a steel bar running through the cabinet drawer handles and anchored at the bottom and secured at the top by a Sargent and Greenleaf combination type padlock. The Bureau stated in this SAC Letter that if comparable storage facilities can not be made at the Resident Agency selected, the Bureau upon receipt of such advi will forward storage facilities to the selected Resident Agency.

UNRECORDED

TO THE DIRECTOR
FROM SAC, OKLAHOMA CITY
OCT. 10, 1955

It was our intent to equip a standard metal filing cabinet with a bar and locking device for retention of the Security Index cards at the Tulsa Resident Agency prior to receipt of SAC Letter 55-4; however, these standard metal file cabinets are not fireproof, and consequently, it will, therefore, be necessary for the Bureau to ship an appropriate type fireproof filing cabinet to the Tulsa Resident Agency. If the Bureau desires, upon receipt of this cabinet we can have it equipped locally with a bar and locking device, thereafter securing it with the necessary Sargent and Greenleaf combination type padlock.

In accordance with the Bureau's instructions, the additional set of Security Index cards will be retained in the headquarters city until such time as the requested filing cabinet is furnished to the Tulsa Resident Agency for storage purposes.

[redacted] UNRECORDED

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

DATE: October 10, 1955

TO : Director, FBI

FROM : SAC, Boston

CONFIDENTIAL

SUBJECT: BUREAU WAR PLANS - Field Relocation, Security Index, and Transportation of Cryptographic Material

General

ReBulet 9/23/55 and NO NUMBER SAC LETTER 55-R, 10/3/55

Consideration has been given to all the resident agencies in the Boston Division and it has been ascertained that any resident agency suitable for retention of the Security Index and other cryptographic material is either in a critical target area or a target area. Accordingly, in line with the Bureau's suggestion, it is recommended that the Concord, New Hampshire Resident Agency be designated by the Bureau for the retention of the Security Index and other cryptographic material.

The Concord Resident Agency does not have a fire-proof vault, safe or filing cabinet equipped with a 3-position dial-type combination lock or any other filing cabinet suitable for retention of this material. It is requested that the Bureau forward the appropriate storage facilities to the Concord Resident Agency in the event the Bureau agrees that this agency should retain the material.

STANDARD FORM NO. 64

[redacted]

UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 17, 1955

Attention: War Plans Desk, Training and Inspection Division

FROM : SAC, DENVER

SUBJECT: WAR PLANS - FIELD RELOCATION,
SECURITY INDEX
DENVER DIVISION

General

Re SAC Letter 55-R dated October 3, 1955.

The reference SAC Letter instructed that the additional set of Security Index Cards which are to be placed in the personal custody of a Senior Resident Agent must be stored in a fireproof vault, safe or file cabinet equipped with a three-position dial-type lock.

The Resident Agency office located at Fort Collins, Colorado, has been designated as the Resident Agency where the cards will be kept. At this Resident Agency there is one regular metal filing cabinet which is not fireproof. The Denver Office is not in possession of a fireproof vault, safe or filing cabinet which could be furnished to the Fort Collins Resident Agency.

This letter is to advise the Bureau in order that appropriate storage facilities will be forwarded to the Resident Agency as set forth in the reference SAC letter. The address of the Resident Agent at Fort Collins, is as follows: SA Room 237, Post Office Building, Fort Collins, Colorado.

The additional set of Security Index Cards now in possession of the Denver Office will not be forwarded to the Resident Agency until adequate storage facilities are available.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (REGISTERED MAIL) DATE: October 5, 1955

FROM : SAC, NEW ORLEANS

SUBJECT: WAR PLANS - FIELD RELOCATION, SECURITY INDEX

Re No Number SAC Letter 55-R.

Resident Agency at Jackson, Mississippi does not have comparable storage facilities available to retain Security Index cards.

Bureau requested to forward adequate or appropriate storage facilities for use of Senior Resident Agent Jackson, Mississippi

UNRECORDED

FD-36

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

AIRTEL

Transmit the following ~~XXXXX~~ message to:

FBI, LOS ANGELES 10/5/55 9:15 p.m.

DIRECTOR, FBI

WAR PLANS - FIELD RELOCATION
SECURITY INDEX

Re SAC Letter 55-R.

No fireproof cabinets of type described available this office. Forward proper cabinet for use at Resident Agency.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10/12/55

FROM : SAC, BALTIMORE

SUBJECT: WAR PLANS, FIELD RELOCATION
SECURITY INDEX, AND TRANSPORTATION
OF CRYPTOGRAPHIC MATERIALS

Re Paragraph Q, SAC Letter 55-57, and re No Number SAC Letter 55-R. Reference is also made to Baltimore letter 9/8/55 recommending the Aberdeen Resident Agency as a depository for the additional set of Security Index cards. Referenced Baltimore letter further reflects that the Aberdeen Resident Agency is an office in the Provost Marshal's Office and that the safe cabinet itself, there, is the property of the Army.

Since referenced Baltimore letter, the Baltimore Office has been unofficially advised that GSA now has space for the Aberdeen Resident Agency available in the town of Aberdeen which space will be more suitable for the functioning of this Resident Agency.

It is to be noted that the Aberdeen Resident Agency was originally recommended as the relocation site for maintaining the additional set of Security Index cards principally because the Provost Marshal's Office was manned 24 hours and because it was the only Resident Agency with a file cabinet which approximated the Bureau's specifications.

In view of the above, Baltimore now recommends that the Frederick Resident Agency be designated as the relocation site where the additional set of Security Index cards should be maintained. Inasmuch as Baltimore does not have a safe or filing cabinet which meets the specifications set forth in referenced No Number SAC Letter 55-R, the Bureau is requested to furnish Baltimore with same in order that the instructions set forth in referenced SAC Letters can be met.

STANDARD FORM NO. 64

UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

10/7/55

TO : Director, FBI

DATE: October 7

FROM : SAC, Buffalo

SUBJECT:

BUREAU WAR PLANS - FIELD RELOCATION, SECURITY INDEX, AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIAL

CONFIDENTIAL

Genl.

Rebulet 10/4/55 under the above caption; Buffalo letter to Bureau dated 9/10/55 under the above caption; No Number SAC Letter 55-R dated 10/3/55 and Buffalo letter to Bureau dated 10/3/55 under the caption "Security Index."

In conformity with the suggestion contained in Bulet dated 10/4/55, the Buffalo Office has reconsidered the decision to place the additional set of security index cards in the Rochester Resident Agency and will now place these cards in the Canandaigua, N. Y. Resident Agency, where they will be in the care and custody of SA

It is noted that Canandaigua, N. Y. is not listed as a critical target area for Civil Defense purposes, is located in more or less of a rural area and is approximately 35 miles from the Sampson Air Field Base located near Geneva, N. Y. The Resident Agency is located in a newly constructed Post Office building, the address being 204 Post Office building, Canandaigua, N. Y.

With reference to No Number SAC Letter 55-R and Buffalo letter to the Bureau dated 10/3/55, the Bureau is requested to forward a fire-proof, safe type, file cabinet to the Canandaigua Resident Agency. However, if the Bureau approves the recommendation contained in Buffalo letter dated 10/3/55 for the local purchase of a two-drawer Herring Hall Marvin cabinet, arrangements will be made by this office to have the cabinet delivered to the Canandaigua Resident Agency office.

STANDARD FORM NO. 64

UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI - ATTENTION
SUBVERSIVE CONTROL SECTION
DOMESTIC INTELLIGENCE DIVISION

DATE: 10/7/55

FROM : SAC, SALT LAKE CITY ([redacted])

SUBJECT: WAR PLANS - FIELD RELOCATION
SECURITY INDEX -

Re no number SAC Letter 55-R, SAC Letter 55-57 (Q), and my letter dated 9/8/55.

At the present time the only cabinets available in the Reno, Nevada, Residence Agency where the additional set of Security Index cards are to be stored are regular type locked metal cabinets which are utilized for the storage of Bureau files. These cabinets are located in a room which is part of the space occupied by the Reno Residence Agency, which room can be locked, and the only individuals having access to it would be the Resident Agents.

Although the above-mentioned space is a secure site for the additional Security Index, it is not believed that the storage facilities available to the Reno Residence Agency meet the requirements as set forth in no number SAC Letter 55-R. In view of this, the additional set of Security Index cards now in possession of this office will not be forwarded to the Reno Residence Agency until appropriate storage facilities are forwarded to the Residence Agency by the Bureau.

The address of the Residence Agency is 216 Post Office Building, Reno, Nevada, and the Senior Resident Agent is

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 10-7-55

REGISTERED MAIL

FROM : SAC, Knoxville

SUBJECT: BUREAU WAR PLANS, FIELD RELOCATION, SECURITY INDEX AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIAL

Re Airtel 9-26-55 and Bulet 10-4-55 and No Number SAC Letter 55-R.

Referenced Bureau letter points out that Chattanooga, Tennessee, is listed in a critical area for Civil Defense purposes and suggested that the Knoxville Office consider the possibility of placing the duplicate security index cards in a location not listed in the critical category.

It is now planned that the duplicate security index cards will be placed in the office of the Resident Agency at Johnson City, Tennessee. This RA occupies a private office space in the U. S. Post Office Building. There are no other offices in this building which connect with the RA office. The entrance to this office is gained by doorway leading to the hall on the second floor of the building.

There is no fireproof vault, safe or file cabinet equipped with 3 position dial type lock or with a steel bar with locks available at this RA and the Knoxville Office does not have a storage facility of the above type or comparable which can be made available. It is requested that appropriate storage facilities be forwarded to the Johnson City RA, Post Office Box 482, Johnson City, Tennessee.

Until such storage facilities are received, the duplicate SI cards will be retained in the Headquarters City.

[redacted] UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10-10-55

FROM : SAC, PORTLAND

SUBJECT: WAR PLANS - FIELD RELOCATION
SECURITY INDEX - Cont.

Re No Number SAC Letter 55-R captioned as above and FDlet 9-13-55 captioned War Plans, Field Relocation, Security Index and Transportation of Cryptographic Materials, Portland Division.

This office needs one fireproof filing cabinet with three position dial-type combination lock. Bureau requested to furnish same. Cards are not being filed at the RA pending further advice from Bureau.

UNRECORDED

10/4/55

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 4, 1955

TO : Director, FBI

: SAC, Minneapolis

SUBJECT: WAR PLANS - FIELD RELOCATION
SECURITY INDEX -

Re No Number SAC Letter 55-M.

Storage facilities of the type described in referenced SAC Letter are not available to the Duluth Resident Agency. The Bureau, therefore, is requested to forward appropriate storage facilities to the Duluth Resident Agency, the address of which is 404 Federal Building, Duluth, Minnesota.

Until such time as adequate storage facilities are available in Duluth the additional set of Security Index cards will be retained in the Minneapolis Office.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 10-5-55

FROM : SAC, RICHMOND

SUBJECT: WAR PLANS - FIELD RELOCATION,
SECURITY INDEX -

Re No Number SAC Letter 55-R.

Please be advised that this office does not have available the storage facilities described in referenced SAC letter for storage of an additional set of Security Index cards.

It is, therefore, respectfully requested that the Bureau forward to the Roanoke, Virginia, Resident Agency appropriate storage facility. This should be addressed as follows:

Federal Bureau of Investigation
Room #309
Federal Building
Roanoke, Virginia

The additional set of Security Index cards now in our possession will not be forwarded to the Roanoke Resident Agency until such time as adequate storage facilities are available.

REGISTERED MAIL

10/5/55

DIRECTOR, FBI
ATT: Subversive Control Section of the Domestic Intelligence Division
SAC, New York

WAR PLANS-FIELD DIVERSION, PERSONAL ATTENTION
OF OTHER [illegible], AND TRANSPORTATION OF
CRYPTOGRAPHIC TERMS (S)

Rebulet 9/29/55.

The NYO has 2 fireproof cabinets with combination locks. One of these is used for the filing of copies of the Detcom and Prodip programs. The cabinet also contains the search plans for premises listed under the Master Search Warrant. [redacted]

The NYO, therefore, does not have any such cabinet now available which could be sent to Poughkeepsie Resident Agency for the purposes outlined in rebulet and SAC letter #55-57, 9/7/55, (u). (S)

Accordingly the Bureau is requested to forward to the Poughkeepsie Resident Agency the necessary equipment for the storage of a complete set of NYO SI cards and copies of the Detcom and Prodip programs. (S)

Two extra copies of this letter are being forwarded to the Bureau so that the Bureau may have sufficient copies for all of the case files concerned. (u)

FOR INSTRUCTIONS AS
TO DISSEMINATION
RM SEE FILE 66-17380-(218-52)

1-NY 66-7086 (WAR PLANS)(S)
1-NY 100-90409-A (DETCOM PROGRAM)
1-NY 100-90409-D (PRODIP)

[redacted]

NY advised by [illegible]

[redacted]

RECORDED

ORIGINAL COPY FILED IN

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-17380)

DATE: October 6, 1955

FROM: SAC, CHICAGO (100-22727)

ATT'N: SUBVERSIVE CONTROL SECTION OF THE DOMESTIC INTELLIGENCE DIVISION

SUBJECT: WAR PLANS - FIELD RELOCATION SECURITY INDEX

Re No Number SAC Letter 55-R, dated October 3, 1955.

This is to advise that this office is unable to make comparable storage facilities referred to in relet available to the Resident Agency selected to retain the additional set of Security Index cards pertaining to this office.

The above cards will be maintained in the Joliet Resident Agency of this office, and in compliance with relet, it is requested that appropriate storage facilities be forwarded there. The address of the Joliet Resident Agency is 150 Scott, Joliet, Illinois, and Special Agent is the senior resident agent. It is suggested that Bureau send a fireproof filing cabinet to the Joliet Resident Agency. The Security Index cards in the meantime will be maintained in the Chicago Office

UNRECORDED

[redacted]

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 7, 1955

TO : DIRECTOR, FBI

FROM : SAC LOUISVILLE

SUBJECT: WAR PLANS - FIELD RELOCATION
SECURITY INDEX -

Re No number SAC letter 55-R.

This office has no storage facilities or equipment which meets the requirements set forth in re SAC letter. It has been recommended previously that the duplicate set of Security Index Cards be maintained under the supervision of Senior Resident Federal Building, Lexington, Kentucky.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 10-12-55

TO : Director, FBI

FROM : SAC, Charlotte

SUBJECT: WAR PLANS - FIELD RELOCATION,
SECURITY INDEX - Gen.

Re Bu No Number SAC Let 55-R, 10-3-55.

I find we do not have the type storage facilities required by instant letter at our Greensboro, North Carolina, Resident Agency. Accordingly, kindly forward appropriate facilities to the Greensboro Resident Agency, Room 320, U. S. Post Office Building, Greensboro, North Carolina.

UNRECORDED

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 7, 1955

FROM SAC, Albany

SUBJECT: BUREAU WAR PLANS - FIELD RELOCATION, SECURITY INDEX AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIAL

(Genl.)

ReBulet October 4, 1955.

It had been planned to place the additional set of Security Index cards of the Albany Office in the Syracuse, New York Resident Agency inasmuch as that Resident Agency has a fireproof vault with a three position dial-type combination lock, and full security could be assured.

It is noted that the other Resident Agencies of this Division are either located within target areas as set forth in SAC Letter 54-30(G), or the Resident Agencies have only one man assigned to them, with the exception of the Ithaca Resident Agency. It is not believed feasible to place this additional set of Security Index cards in a Resident Agency where only one man is assigned and, therefore, this additional set will be placed in the Resident Agency at Ithaca, New York, and the Bureau has complete control of this space. However, this office does not have a fireproof vault, safe or filing cabinet to make available to the Ithaca Resident Agency and, as set forth in Bureau Number SAC Letter 55-R, dated October 3, 1955, the Bureau is requested to make appropriate storage facilities available to the Ithaca Resident Agency. The additional set of Security Index cards will not be forwarded to the Ithaca Resident Agency until adequate storage facilities are available at that site.

3

67

UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 10, 1955

FROM SAC, Indianapolis

SUBJECT: WAR PLANS
FIELD RELOCATION
SECURITY INDEX

Re No Number SAC Letter 55-R concerning the type of equipment that must be available in the resident agency for maintenance of the additional set of Security Index cards.

Indianapolis does not have available any of the approved types of this equipment. The Terre Haute, Indiana Resident Agency, which is located in Room 202 of the Federal Building, is the location where the additional set of SI cards will be maintained, however, they will be kept in Indianapolis until this matter is resolved.

It would be possible for Indianapolis to obtain the usual standard-type of metal filing cabinet, which could be equipped with a bar and combination type padlock, however, the cabinet would not be fireproof. If this latter type of standard filing cabinet is unacceptable since not fireproof, the Bureau is then requested to make available appropriate storage facilities for the Terre Haute RA.

UNRECORDED

[redacted]

Office Memorandum · UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: October 5, 1955

FROM : SAC, PITTSBURGH

ATTENTION: SUBVERSIVE CONTROL SECTION, DOMESTIC INTELLIGENCE DIVISION

SUBJECT: WAR PLANS - FIELD RELOCATION
SECURITY INDEX

Re No Number SAC Letter #55-R and mylet, 9-27-55, wherein the Bureau was advised that the Morgantown, W.Va. Resident Agency offers suitable space.

The Pittsburgh Office has no fireproof vault, safe or filing cabinet available for the Morgantown Resident Agency for retention of Security Index cards. Therefore, the Bureau is requested to forward a fireproof safe or fireproof filing cabinet equipped with a three position dial-type combination lock to the Morgantown Resident Agency located at Room 228, U. S. Postoffice Building, Morgantown, West Virginia.

UNRECORDED

[redacted]

Director, FBI 10-25-55

SAC, Cleveland

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX

Gen'l

Re No Number SAC Letter 55-R.

For the information of the Bureau, the duplicate set of Security Index cards pertaining to subjects within the Cleveland Division will be maintained in the custody of the senior Resident Agent at Akron, Ohio.

The Resident Agency at Akron is not equipped with a fireproof vault or safe; however, it is equipped with a four-drawer metal filing cabinet which has a steel bar running through the cabinet drawer handles and anchored at the bottom. A Sargent and Greenleaf combination-type padlock with a combination which can be changed, will be purchased and utilized on this cabinet for the maintenance of the duplicate Security Index, UACB.

UNRECORDED

October 25,
1955

Genl.

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX, AND TRANSPORTATION
OF CRYPTOGRAPHIC MATERIAL
Bufile

SAC Letter 55-57 (Q) dated September 7, 1955, provides for the maintenance in a Resident Agency designated by each field office of a complete set of Security Index cards. This action is considered necessary to further insure that Bureau responsibilities will be carried out under emergency conditions. In the event it becomes necessary to operate from this set of cards under emergency conditions, it will be essential that a sufficient number of the following listed forms also be available: Form FD-167, Apprehension Notice and Register; Form FD-168, Receipt for Property; Form FD-169, Receipt for Apprehended Person; Form FD-170, Consent of Owner or Occupant to Permit Search of Premises, Master Warrants of Arrest, Master Search Warrant,, Presidential Warrants of Arrest and Presidential Search Warrants.

Due to the reduction in the number of Security Index subjects, the great majority of field offices should be in possession of a sufficient number of the above forms to enable them to maintain an adequate supply with the extra set of Security Index cards and also an adequate supply in the headquarters city.

At present, various Resident Agencies maintain copies of the above forms, sealed and under lock, in a safe place in the Resident Agency. Instructions with regard to maintenance of these forms are contained in No Number SAC Letter dated November 21, 1950.

Enclosure

UNRECORDED

Memorandum for

RECOMMENDATION:

It is recommended that the field be instructed to set up an adequate supply of the above-mentioned forms with the relocated set of Security Index cards to insure that we will be able to operate with that set of cards if necessary. If you approve, there is attached a proposed letter to Albany, copies to all offices, containing appropriate instructions.

UNRECORDED

caption para 1+2

SAC, Albany

October 31, 1955

Director, FBI

PERSONAL ATTENTION

WAR PLANS - FIELD RELOCATION,
SECURITY INDEX, AND TRANSPORTATION
OF CRYPTOGRAPHIC MATERIAL

Reference is made to SAC Letter 55-57 (Q) dated September 7, 1955, captioned as above, which contained instructions with regard to the maintenance outside of headquarters city of an extra set of Security Index cards.

In order that we will be in a position to operate with this set of cards in the event it becomes necessary during an emergency, it is essential that a sufficient supply of the following listed forms be

UNRECORDED

[redacted]

para 1

maintained in the Resident Agency in which the extra set of Security Index cards is stored and immediate steps should be taken by you to forward a supply of these forms to the Resident Agency designated by you as a repository of the Security Index cards: Form FD-167, Apprehension Notice and Register; Form FD-168, Receipt for Property; Form FD-169, Receipt for Apprehended Person; Form FD-170, Consent of Owner or Occupant to Permit Search of Premises; Master Warrant of Arrest; Master Search Warrant; Presidential Warrant of Arrest, and Presidential Search Warrant.

It is felt that, as a result of the reduction in the number of Security Index subjects, an adequate supply of these forms exists in all field offices. Additional forms, if needed, should be requisitioned by directing a letter to the Bureau.

These forms should be maintained in the Resident Agency in accordance with the instructions contained in No Number SAC Letter dated November 21, 1950, captioned "Detcom."

STANDARD FORM NO. 64

2107

Office Memoranaum • UNITED STATES GOVERNMENT

TO :

DATE: 11-2-55

FROM :

SUBJECT: SECURITY INDEX

Completion of Security Index Review project resulted in decrease in Security Index of slightly over 50 per cent. Was handled on project basis requiring special squad of 7 Agents from field. All of this special squad has returned to field offices, last man returning October 21. Mail count reflecting work load is continuously maintained in Subversive Control Section. Analysis of mail count for past two weeks since project completed reflects average of 144 pieces per man per week. Average pieces per man per week received in the previous two weeks was 161. Average continues in excess 140 pieces per man per week previously established as "norm" set by Training and Inspection Division during January, 1955.

The mail count has not dropped below the "norm" of 140 to date. There is no foreseen indication that it will drop below that figure in the immediate future. We are keeping a constant watch on the mail count on a weekly basis.

ACTION:

The close check on the mail count will be continued and you will be promptly advised concerning developments which indicate any surplusage of personnel. In such event, appropriate recommendations will be made.

2107

2108

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 28, 1955

FROM :

SUBJECT: SECURITY INDEX REVIEW
Bufile

My memorandum of October 18, 1955, advised you that all field offices had completed the Security Index Review project and that you would be advised upon the completion of this project at the Bureau.

All field memoranda submitted have now been reviewed at the Bureau, all resulting file reviews have been made and memoranda prepared in all instances wherein required. The project is, therefore, completed. Some of the memoranda have not as yet received final processing. Those cases and a few additional cases in which it has been deemed desirable (because of their borderline nature) to request additional investigation or information from the field are being followed on an individual case basis.

At the outset of the project, the Security Index contained 26,320 cases. During the project, 13,730 cards were cancelled. As of October 24, 1955, there remained on the Security Index 12,903 cases. This total, of course, includes new cases added to the Security Index as a result of investigations conducted since the initiation of the project. Thus, it can be seen that, even with the addition of these new cases, the Index stands today at less than 50% of the number on the Index at the initiation of the project.

ACTION:

For your information. In accordance with the Director's request, there is attached a letter to the Attorney General advising of the completion of the project.

Enclosure

COPY BP

UNRECORDED

[redacted]

TO: DIRECTOR, FBI

DATE: November 4, 1955

FROM: SAC, SEATTLE

SUBJECT: BUREAU WAR PLANS
FIELD RELOCATION, SECURITY INDEX, — Genl.
AND TRANSPORTATION OF CRYPTOGRAPHIC
MATERIAL

Rebulet 9/23/55 approving the maintenance of the additional set of Security Index cards at the Richland, Washington Resident Agency.

This additional set of Security Index cards has been set up in accordance with instructions. A fireproof, three-position, dial combination lock file cabinet has been secured for the safekeeping of this set of Security Index cards. This cabinet is a four-drawer cabinet and its dial combination differs from all other similar cabinets in the Richland Resident Agency. The combination can be changed by the Senior Resident Agent at Richland and a tickler is being set up to see that the combination is changed at six-month intervals for maximum security purposes.

The additional set of Security Index cards will be hand-carried to Richland on the next occasion that a resident agent from Richland is in headquarters city. It is anticipated that this will be within the next two weeks. The Bureau will be advised of the date the Security Index cards are taken to the Richland residency.

2110

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 4, 1955

FROM :

SUBJECT: SECURITY INDEX - General

During the past week, 15 cards were added to the Security Index and 23 cards were cancelled, a net decrease of 8 cards.

The Security Index count as of today is 12,863.

ACTION:

This is for your information.

2110

2111

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: October 28, 1955

FROM :

SUBJECT: SECURITY INDEX
Bufile

Memorandum of October 20, 1955, reflected that the Department in their review of a sampling of cases on the Security Index had approved 68 cases. Of this number, seven had been canceled by the Bureau upon review under the revised Security Index criteria. of the Department advised that a re-evaluation would be made concerning these seven cases.

At request, Messrs. and conferred with Messrs. and Miss on October 27, 1955. The application of the revised Security Index criteria as related to the seven cases was discussed. It was evident at the out set that there was a common understanding as to the application except possibly as to 1(d) (no overt act within period; facts unmistakably depict subject could commit acts dangerous to the national defense.) Upon discussion, it was agreed that the Bureau's thoughts were sound in the application of the criteria and any difference that may have existed was merely a matter of degree. As to the criteria under 1(d), the Departmental representatives were specifically advised that the Bureau has utilized this part of the criteria only when the facts from long association with a revolutionary movement of an individual have clearly and unmistakably depicted a person as dangerous to the national defense.

As to four of the seven cases, the Departmental representatives stated as a result of a re-evaluation, should be deleted from the index. As to two of the cases, they advised they were inclined to request additional investigation in view of the borderline nature. They were inclined to keep one case on the Security Index although admittedly of a borderline nature inasmuch as the subject technically met the criteria as there was indication he was affiliated with the Communist Party up to February, 1951. Department further indicated it was definitely, a borderline case and, of course, upon re-evaluation in a few months if there was no additional activity would be subject to deletion.

advised that the results of the Department's re-evaluation of these seven cases would be furnished to the Bureau. indicated that he thought the discussion with the Bureau representatives was very beneficial and it was evident to him that basically there was a definite meeting of the minds between the Bureau and the Internal Security Division of the Department in this matter.

2111

Memorandum for

ACTION:

This is being submitted as a matter of record and appropriate action will be taken upon receipt of the Departmental letter.

[redacted] UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 11/18/55

FROM SAC, SALT LAKE CITY

SUBJECT: WAR PLANS - FIELD RELOCATION, SECURITY INDEX, AND TRANSPORTATION OF CRYPTOGRAPHIC MATERIAL

Re Bureau letter to Albany dated 10/31/55 with a cc to this office.

In order that there will be sufficient forms to send to the Reno RA to accompany the duplicate Security index which is to be maintained there the following forms should be forwarded to this office immediately:

70 copies of Master Warrant of Arrest forms;
85 copies of Receipt of Apprehended Person, (FD-169).

There is a sufficient supply of the other forms mentioned in re Bureau letter to forward them to the Reno RA.

11/3/55. UNRECORDED

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 3, 1955

FROM :

SUBJECT: MANUAL OF INSTRUCTIONS

The rewrite of Section 87, Manual of Instructions, has been reviewed in accordance with memorandum from to dated 10-26-55. The following corrections appear necessary:

On page one, paragraph two should read:

> § 2385. Advocating overthrow of Government -- Smith Act of 1940. (Prosecutions under the Smith Act have been primarily instituted against a number of Communist Party functionaries for conspiracy to violate provision (a) of section 2385, Title 18, USC, but there have been several individual functionaries indicted, tried and convicted under provision (c), 4 and 5, which is commonly known as the "Membership Provision" of the Smith Act of 1940.)

On page 72, paragraph 11 under caption "Subsequent Reports" should read:

> Cases of all Security Index subjects must be reopened or placed in a pending status for the purpose of preparing investigative reports in accordance with the schedule outlined in 87-D-7-f-(8).

On page 74, paragraph (A), under caption "Other Security Index subjects," should read:

> Cases of all other Security Index subjects must be followed by administrative ticklers set up so as to insure submission of an annual investigative report. The cases shall be opened and assigned 45 days prior to the date the annual report is due.

On page 89, paragraph 87F 1, should read:

1. Purpose of investigation

   a. More complete coverage....

11/3/55 UNRECORDED

Memorandum for

RECOMMENDATION:

The attached rewrite be returned to Training and Inspection Division for appropriate handling.

(ENCL.)

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II. When a subject will be recommended for the Security Index or is already included therein and it is not known that a record for the subject is on file in the Identification Division but you have reason to believe such record exists, Form FD-9 should be utilized to check the records of the Identification Division.

III. The office of origin is responsible for effecting identification when a record has been furnished by the Identification Division as being possibly identical. If a positive identification cannot be made, it is not necessary to communicate with the Identification Division.

IV. Security Flash Notice (Form FD-165)

(A) This form is utilized to place stop notices with the Identification Division and to obtain a transcript of the record of a subject known to exist in the Identification Division.

(B) A Security Flash Notice should not be maintained for any Security Index subject when no identification record for subject exists in the Bureau's Identification Division.

(C) A Security Flash Notice should not be placed on a subject of a security investigation who is not included in the Security Index.

(D) When the office of origin for a Security Index subject, against whose identification record a stop notice has been placed, is changed, Form FD-128 submitted to change office of origin should reflect that a Security Flash Notice has been posted with the Identification Division. An extra copy of the Form FD-128 should be specifically dispatched to the Identification Division in order that Identification Division records will reflect the new office of origin to which future records will be transmitted.

(E) When a Security Index card for a subject against whom a stop notice has been placed with the Identification Division is cancelled, the stop must be removed by communicating directly with the Identification Division.

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(3) Missing subjects

(a) The absolute necessity for knowing the location at all times of all dangerous or potentially dangerous subversives is self-evident. Each such subject remaining out of control at a time of national emergency represents an individual threat to the national security.

(b) It may sometimes be found that a subject of a pending security investigation who has not as yet been included in the Security Index has disappeared and efforts to locate him have met with negative results. That subject may have been found to be potentially dangerous even though his current whereabouts is not known and he is suitable for inclusion in the Security Index at that time. Such a subject should be recommended for inclusion in the Unavailable Section of the Security Index at the time it is found that he fits the standards for inclusion regardless of the fact that his location is not known.

If location of a subject merely involves the pursuit of leads already developed and there is a definite indication of the subject's location, recommendation for inclusion in the Security Index may be withheld until his location is verified.

(c) At any time a subject of a Security Index card is found to have changed his residence and/or employment, immediate action must be taken to verify his new residence and/or employment. If such information cannot be readily verified, the case must be opened and assigned for active investigation to locate the subject.

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(d) If it becomes obvious that the subject can actually be classified as a missing subject by reason of information developed indicating that he has deliberately absented himself from his previous environment and contacts, to avoid detection by us, has gone into hiding, or is working clandestinely in an underground capacity, that subject should then be included in the Unavailable Section of the Security Index as a missing subject in accordance with the procedures set forth under 87g 7b (6) (b) IV, below.

At the time Form FD-122 is submitted to the Bureau placing a subject in the Unavailable Section, a cover memorandum must be submitted advising of the investigative steps alread taken to locate him.

(e) Investigation to locate missing Security Index subjects must be closely supervised and given preferential and continuous attention. All possible leads to determine the subject's current location must be covered. This will include discreet checks, under pretext, with former neighbors, former fellow employees or associates and, where advisable, with known relatives. Checks with the subject's former creditors, banks, utility companies and like sources should also be made. Every conceivable means must be utilized to locate the subject in the least possible time. The investigation must be handled as thoroughly and promptly as a fugitive investigation. The suggested sources of leads set forth in Section 49 ~~(G)~~ should be considered in each case where applicable.

~~Of course,~~ Such investigation must be conducted in a manner which will not cause the subject to become aware of the Bureau's interest in him. ~~It must be borne~~ in mind that the subject may have intentionally covered his movement and current location for the purpose of becoming active in an underground capacity in the subversive movement with which he is connected. He may be attempting to avoid detection by the FBI for other reasons. Any premature disclosure to the subject of our interest in him may serve to defeat the purpose of our attempts tp locate him.

I. Advise by memorandum Bureau each 45 days of the investigative steps which have been taken during the period to locate a subject who is designated as missing. ~~It is not desired~~ that Investigative reports be submitted which merely set forth negative results of investigation

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are not to be submitted.

conducted to locate ~~a~~ subjects. ~~Such data should be properly included in memoranda to the Bureau.~~ The Bureau will closely follow investigative action to locate missing Security Index subjects.

II. If you receive indications that the subject went to Mexico or Canada, the Bureau ~~should be requested~~ to alert other appropriate Government agencies to this possibility and to determine any available verifying information through liaison channels.

III. If the subject is reported to have gone to any other foreign country, the Washington Field Office should be requested to check the records of the Passport Division of the State Department for verification.

IV. When all logical leads have been exhausted in the case of a missing important functionary, consideration should be given to circularizing all field divisions with the subject's photograph and background information for the purpose of alerting the entire field to the identity of the subject. Bureau authority must be obtained before circularization is made. In seeking Bureau authority, ~~you should~~ advise the Bureau as to the position held by the subject and what efforts have already been made to locate him.

If this procedure is to be effective, its application must necessarily be restrictive in the number of subjects to which it is applied. Therefore, requests to circularize must be made only after every possible lead has been exhausted and then only in the cases of the most important missing functionaries.

(4) Individuals traveling abroad

The State Department is interested in revoking the passports of certain Communist Party members and sympathizers traveling abroad. ~~They are~~ further interested in the possibility of prosecuting such individuals for falsifying their applications for passports, particularly with respect to the purpose and destination of their trips.

~~At any time~~ that information is received indicating that any member of the Communist Party or other basic revolutionary organization or sympathizer thereof, is either contemplating

travel abroad or has already departed from the ~~United~~ States, ~~you should~~ take the action ~~set out below.~~

(a) Advise Bureau for referral to the State Department furnishing all details available ~~to you~~ regarding the intended foreign travel, i.e., dates of departure and intended return, destination and itinerary, and purpose of the trip, as well as information briefly summarizing the subject's background and subversive activity.

(b) Verify the travel or intended travel of the subject with the Passport Division of the State Department through the Washington Field Office.

(c) In some instances a security investigation of a subject not yet included in the Security Index may be in progress at the time it is found that the subject has recently departed for a foreign country. If the evidence developed at that time warrants the inclusion of the subject in the Security Index were it not for the fact that he is outside the ~~United~~ States, Form FD-122 should be submitted recommending his inclusion in the Unavailable Section of the Security Index. After all initial investigation is completed, the subject's case will be handled the same as those of other subjects of a similar status who are included in the Unavailable Section as out of the country.

~~Of course,~~ If the subject is an alien who has been deported or has otherwise permanently departed from the ~~United~~ States, he should not be included in the Security Index.

When it is determined that a Security Index subject has departed for a foreign country his Security Index card shall be placed in the Unavailable Section and his case handled in accordance with the instructions set forth under 87C 7b (6) (b) IV.

(5) Investigative techniques

While it is not possible to enumerate all investigative techniques which can and should be employed in these investigations, there are certain proven techniques which have been utilized with continued success and should be applied wherever possible.

(a) File reviews

Upon the initiation of a security investigation of an individual, the office indices ~~should be~~ checked and files

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(b) Subjects not included in the Security Index

I. No security investigation of an individual shall be closed unless the subject is included in the Security Index or consideration given to interviewing him.

30

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II. If sufficient information is not developed to justify Security Index card, recommend interviews prior to closing only in those cases where evidence of former membership in a basic revolutionary organization or activity in a subversive group, cited by the Attorney General, in a leadership capacity exists unless there are specific reasons, clearly defined, why an interview in a particular case may be desirable.

III. No investigation of an individual who is not being included in the Security Index should be closed until a memorandum has been directed to the Bureau recommending an interview or pointing out reasons for not recommending such.

(c) Security Index subjects

I. Bureau will not authorize cancellation of a Security Index card on an individual by reason of inactivity in a subversive movement until he has been interviewed or Bureau advised why an interview is inadvisable or impossible.

VNR
11-3-55

XXVIII. When it is determined from statements furnished by a Security Index subject regarding his subversive activities and associates, considered with other known information and factors, that the subject is no longer to be considered dangerous to the internal security in time of an emergency, you should recommend in the cover memorandum that the Security Index card be cancelled.

7. Administrative Procedures

a. Communist Index

(1) Purpose

(a) Maintain a Communist Index separate and distinct from general office indices representing those persons who, in the light of ever-changing conditions, should be continually borne in mind from the standpoint of the security of the country with a view to possible investigation, interrogation, or action under the Security Index Program.

(b) The Index may serve as an administrative aid and working index reflecting a central repository of the names of individuals having sympathy for or affiliation with the Communist Party or other basic revolutionary groups.

(2) Individuals to be included

(a) This index will contain the names of and other information concerning persons who may be described as subversives in the broad sense of the word. Therefore, it will include those persons who have been affiliated with Communists or other similar ideological groups and as such (1) are present or past subjects of Security Index cards, (2) have been reported as past or present members of such groups or through their activities and expressed sympathies indicated affiliation or agreement with the ideologies of basic revolutionary organizations or front organizations.

(3) Arrangement

(a) Maintain alphabetically, preferably on 3x5 plain, white cards. If any special breakdown or arrangement of the Index is desired, Bureau authority will be needed and a special communication should be sent to the Bureau setting forth the nature of the breakdown or arrangement and the day-to-day value of such a special arrangement.

(4) Content

(a) Each card will contain the following if available:

I. Name and aliases

II. Office file number

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III. Membership and position or associations in the subversive group or groups, together with source and date of the information.

IV. Residence

V. Citizenship

VI. Employment

VII. A general statement, if necessary, for evaluation purposes in determining whether the individual is potentially or actually dangerous.

(b) Bureau authority must be obtained to add information other than that set out above to these cards. In requesting Bureau authority, ~~it will be incumbent upon the particular office to~~ specify the exact type of information to be placed on the card and ~~to~~ show that such information serves a day-to-day purpose. ~~If other information is added thereon, the office will be under an obligation to keep such additional information~~ in a current and up-to-date status at all times.

(5) Transfer, removal and deletion of cards

(a) Destroy all individuals' cards who subsequently become security informants or sources of information.

(b) Destroy if it is found that card should never have been prepared in the first instance.

(c) Destroy upon death of subject. However, expend no investigative or administrative effort ~~should be expended~~ to purge the index of deceased individuals.

(d) Retain even though a subject moves to a place within the jurisdiction of another office, is imprisoned, enters military service or departs from the continental ~~United~~ States or territorial possessions.

(e) Expend no investigative or administrative efforts to keep the cards in an up-to-date status.

b. Security Index

(1) Purpose

(a) Security Index cards are prepared and maintained by the Bureau to serve as operational guide for apprehension of persons deemed dangerous or potentially dangerous to the internal security of the country in the event of a national emergency.

(b) It shall contain the names of all persons who have been determined through investigation to be dangerous or potentially dangerous because of their membership in or affiliation with or espousal of doctrines of basic revolutionary organizations and/or front organizations and who will be apprehended upon receipt of instructions from the Attorney General.

(c) It shall include subjects of espionage investigations and any other type of Bureau investigation provided their activities bring them within the scope of the Security Index criteria.

(d) Action shall be taken against individuals included in the Security Index only upon authorization of warrants of arrest by the Attorney General. However, in preparing and maintaining the Security Index, to all practical effects, the Bureau is making the decision as to those persons who will be apprehended in the event of an emergency, inasmuch as the Attorney General has advised that he does not have funds or man power to review Security Index cases.

(e) Names shall be included in the Security Index only when investigation has established and reports reflect sufficient facts and evidence to justify the inclusion of each subject in the Security Index.

(f) The contents of the Security Index must be accurate and correct at all times. Matters pertaining to its preparation and maintenance must be given preferred, expeditious, continuous and detailed attention.

(g) Matters pertaining to the Security Index are strictly confidential and are not to be mentioned or alluded to in investigative reports.

(h) The general operation and content of the Security Index is not to be discussed by field personnel of the Bureau without prior Bureau authority.

(i) Matters pertaining to the Security Index may be discussed with duly qualified representatives of other federal intelligence agencies only on a strictly confidential basis and only in instances wherein an individual subject of prime interest to one of these services is involved.

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(2) Determination of dangerousness of an individual

(a) The dangerousness of a member or affiliate of a subversive organization does not necessarily depend entirely upon his personal characteristics, such as aggressiveness or a disposition to violence. Although these factors must be taken into consideration in evaluating an individual's potential dangerousness, other factors are essential in making this determination. An individual's dangerousness also depends upon the contribution he has made or is making in the advancement of the principles and aims of the subversive movement with which he is connected or his subversive potentialities in the event of a national emergency. It must be borne in mind that a subject active in a subversive organization is not merely an isolated individual but is a part of an organization of which the purposes are opposed to the best interests of the United States. An individual's loyalty to a subversive organization and the principles thereof is a primary factor to take into consideration in evaluating his potential dangerousness. Factors indicating an individual's loyalty to such an organization are numerous and will vary with each case in degree. Among such factors are:

I. Long continued membership in a subversive organization

II. Affiliation with or attendance at training schools, especially leadership schools

III. Frequent or regular attendance at organizational meetings and functions

IV. Subscriptions to publications of a subversive organizatio

V. Possession of or continued study of revolutionary literature

VI. Preparation or distribution of subversive propaganda and/or literature

VII. Holding positions in the subversive organization or in other organizations of a front character which indicate confidence of such organizations in his loyalty

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VIII. Espousal of a subversive doctrine exemplified in his acts and utterances

IX. Contributions to or collections of funds for the organization

X. Recruitment of new members

XI. Revolutionary background

XII. Participation in picket lines in which the subversive organization is interested or which it has fostered, or in demonstrations, riots, mass meetings, or pressure group activity fostered by the organization.

XIII. Violation of penal laws arising out of activities as a subversive.

XIV. Active service in armed forces supported by a subversive movement, such as service in the Loyalist Forces during the Spanish Civil War which were supported by Communism.

XV. Constant support of the Soviet Union in acts and utterances.

XVI. Acting as a courier for the subversive movement or as a confidential mail drop therefor

XVII. Constant participation in the activities of a subversive organization or advancement of the organization's aims or interests, especially when such participation involves financial sacrifices or personal inconvenience or disadvantage

(b) The above factors, while not all-inclusive, should be used as a guide for determination of potential dangerousness. They are not to be considered as criteria for placing an individual on the Security Index; however, should be considered as indicating loyalty to a subversive organization.

(c) An individual shall not be deemed dangerous merely because one or more of the above factors are applicable in his case.

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(3) Criteria for placing and retaining names in the Security Index

(a) The addition to and retention of names in the Security Index shall be governed by the following criteria:

I. No name shall be added to or retained in the Security Index unless one or more of the following situations has been established through investigation:

(A) Subject has had membership or participation in the activities of a basic revolutionary organization within the last 5 years as shown by overt acts or statements established through reliable sources, informants, or individuals.

(B) Subject has had membership or participation in the affairs of one or more front organizations, which adhere to the policies and doctrines of a revolutionary group, in a leadership capacity or by active substantial participation in the furtherance of the aims or purposes of the front organizations within the last 3 years as shown by overt acts or statements established through reliable sources, informants or individuals.

(C) Investigation has developed information that an individual, though not a member or a participant in the activities of a subversive organization, has anarchist or revolutionary beliefs and is likely to seize upon the opportunity presented by a national emergency to endanger the public safety as shown by overt acts or statements within the last 3 years established through reliable sources, informants, or individuals.

(D) Although investigation has failed to establish overt acts or statements on the part of a subject within the time limits set out above, facts have been developed which clearly and unmistakably depict the subject as a dangerous individual who could be expected to commit acts inimical to the national defense and public safety of the United States in time of emergency.

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II. In evaluating interviews insofar as Security Index status is concerned, ~~you should~~ be guided as follows:

(A) Whenever a subject of a security investigation by a positive statement to interviewing Agents clearly indicates a continued adherence to the doctrines, aims or purposes of a revolutionary organization or a front organization, the positive statement shall be considered an overt act on the part of subject in establishing continued adherence.

(B) Other than as indicated above, interviews with Security Index subjects or potential Security Index subjects are not to be considered as factors requiring the placing or retaining of names of persons on the Security Index; for example, lack of cooperation or partial cooperation are not to be regarded as such factors.

(b) Item I (D), above, must be given strict interpretation. It is not to be construed as a "catchall" for cases not otherwise meeting Security Index standards, and there must be over-whelming evidence to support any Security Index case, predicated upon the terms of item I (D). Further, any recommendation for retention in or addition to the Security Index based upon item I (D) must note specifically those factors which bring the individual cases within its provisions.

(c) With regard to the effect of resort to the Fifth Amendment by a witness appearing before a governmental body, the Department was requested to advise as to whether such action should be considered an overt act within the terms of the Security Index criteria under the following circumstances: (1) When the subject was asked directly concerning present membership in a subversive organization and (2) when the question calls for a response as to past membership in such organization. The Department's reply was as follows: "A refusal to answer these two questions must be

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considered an overt act within the Security Index criteria. There is, of course, the rare possibility that some individual who is not and never has been a member of a subversive organization, may take refuge in the Fifth Amendment, for idealistic reasons. However, your question is limited to those cases where the available information would seem to bring the subject within the criteria except for an overt act within the required period. A subsequent resort to the Fifth Amendment by such a person as outlined in your letter would seem to supply the missing element and negate any inference that he may have changed his beliefs or turned against the organizations or subversive persons with which he was known to have sympathized or supported."

This does not mean that refuge in the Fifth Amendment will automatically require the inclusion or retention of a subject in the Security Index. It must be construed in the light of the information available as to the scope and extent of subversive activity of the individual subject. It is imperative that our Security Index cases be reviewed critically on a continuing basis to insure that they are completely sound and that it is established beyond question that such subjects are potentially dangerous.

(d) When subjects are removed from the Security Index solely on the basis of application of the above criteria with no affirmative indication of defection, return the cancelled Security Index cards ~~should be retained~~ for future reference under procedures set out in 87D 7b (10) (g).

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(4) Recommendations for, and preparation of Security Index cards.

(a) The Special Agent in Charge shall personally recommend inclusion in and removal of any name from the Security Index except in offices having more than 1,000 Security Index subjects, in which offices the recommendations must be made by the Special Agent in Charge, the Assistant Special Agent in Charge, or Bureau-approved security supervisor.

(b) Where potential dangerousness of a subject has been established and inclusion of that subject in Security Index is warranted, the office of origin shall submit a recommendation for inclusion in Security Index by submitting Form FD-122 to Bureau. Form must be prepared in triplicate. Original and one copy shall be forwarded to Bureau and one copy will be placed in subject's investigative case file.

Nothing should appear on FD-122 or subsequently on the Security Index card which is not in the subject's case file. Form FD-122 has two uses: (1) To recommend a subject for inclusion in the Security Index and (2) to submit changes to data which appears on face of Security Index cards already existent.

Proper selection should be made in the opening paragraph option. FD-122 is submitted with abstract when used to recommend the subject for inclusion in the Security Index and without abstract when used to indicate additions, deletions or changes in data appearing on existing cards.

(c) When Form FD-122 is submitted to Bureau recommending inclusion of a name in Security Index, there must be attached an additional page or pages setting out a succinct summary of facts on which recommendation has been based. Facts must be in detail to clearly reflect soundness of recommendation. Statements of conclusion are not enough and original sources must be characterized as to reliability. Summary must contain pertinent dates of subject's activities.

(d) In instances when, at conclusion of investigation subject's name is not being recommended for Security Index, a brief summary statement must ~~be set~~ out on the administrative page of the closing report reflecting reasons for decision.

(e) Security Index cards shall be recommended by and maintained by office of origin only.

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(f) Summary reports containing all pertinent information concerning subject must be in possession of the Bureau when subject is recommended for Security Index. Report will enable Bureau to properly evaluate case and furnish the Department and any interested agencies all pertinent information. If report is submitted with an FD-122, Bureau's copies of FD-122 should be stapled to top of original copy of report. FD-122 should not reflect report as an enclosure.

(g) To assure that subject recommended for Security Index will receive proper attention, case shall be kept in pending or pending-inactive status until Security Index card has been received from Bureau and filed in office Security Index. If case continues in pending status because of outstanding investigation, reports shall carry a lead to follow authorization of Security Index card by the Bureau in addition to other leads. If outstanding investigation has been completed and case would otherwise be closed upon submission of the report and Form FD-122, case shall be placed in pending-inactive status with lead to follow authorization of Security Index card by Bureau. In latter instance, upon receipt of Bureau's response, case may be closed administratively.

(h) Recommendation for Security Index card should not be delayed because of absence of information concerning race, sex, citizenship, date and place of birth, or description where Security Index card is warranted. In such instances, recommendation for the card should be submitted with a current report and case retained in pending status with active investigation continuing to determine missing items of information.

(i) Subjects missing or out of country may be recommended for the Security Index provided instructions set forth in 87D 6 b (3) and (4) are followed. Forms FD-122 submitted on subjects should include data required in 87D 7 b (6) (b) IV below.

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(j) Upon receipt of Form FD-122 at Bureau, the case of the subject will be reviewed and if recommendation of field is concurred in, Security Index cards will be prepared. Duplicate copy of Form will be returned to office of origin stamped "Security Index card approved and prepared, two copies attached. Place description and photograph on reverse side of Geographical card. Cards should be filed in your Security Index." The two cards shall be filed in Security Index as outlined below. The returned copy of FD-122 shall be placed in subject's main investigative case file.

(k) When Security Index cards are received from Bureau, data thereon must be checked for accuracy. Cards will be complete except for field division file number, description, and photograph. Office file number should be placed on face of both cards. Description and photograph are maintained on separate card of similar size to Security Index cards which is stapled to back of one of the cards. This card will then be filed in the Geographical Section of office Security Index (Except Special Section cards and Unavailable Section cards. See 87C 7 b (6) (b) III and IV below). The other card is filed in Alphabetical Section of Security Index. No information other than office file number shall be permanently added, deleted, or changed on face of Security Index card without complying with instructions set forth below under 87C 7 b (8).

(5) Content and appearance of Security Index card

(a) Data to appear on face of card

When complete, face of Security Index card should contain the following information. If any of items enumerated in I through XIV are missing at time the Security Index card is made, the case should be continued as pending and investigation conducted to obtain the necessary information. Set forth under each item below are possible categories in which subject may be classified, together with code letters which should be placed in appropriate space on Form FD-122 when sending Form to Bureau recommending Security Index card be prepared. Code letters should subsequently appear on Security Index cards received from Bureau.

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I. Name and aliases
The full and correct name and aliases of the subject must be contained on the Security Index card. ~~At any time~~ the true name of a subject or any aliases are changed, added, deleted, or are found to be incorrect, form FD-122 must be submitted reflecting the correct data to be placed on the Security Index card.

II. Race

White and Caucasian	W
Negro	N
Chinese	C
Others (All others including Orientals (except Chinese), American Indians, etc.)	O

III. Sex

Male	M
Female	F

IV. Citizenship

Native born	NB
Naturalized	NA
Alien	AL

(If citizenship status is unknown ~~at~~ when ~~time~~ Security Index card is recommended, space should be left blank but status should be ascertained and submitted by FD-122.)

V. Organizational affiliation or Nationalistic tendency:

Communist Party, USA	COM
Independent Socialist League	ISL
Socialist Workers Party	SWP
Johnson-Forest Group	JFG
Socialist Union of America	SUA
Nationalist Party of Puerto Rico	NPR
Union Del Pueblo Pro Constituyente De La Republica De Puerto Rico (Union of the People for the Establishment of the Republic of Puerto Rico)	UPR
Proletarian Party of America	PPA
Muslim Cult of Islam	MCI
Russian	RUS

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	Bulgarian	BUL
	Rumanian	RUM
	Czechoslovakian	CZE
	Hungarian	HUN
	Yugoslavian	YUG
VI.	Dangerousness classification (where applicable)	
	Detcom	DC
VII.	Key figure and top functionary designation (where applicable)	
	Key Figure	KF
	Top Functionary	TF
VIII.	Special section cards	
	United Nations Employees	UNE
	Foreign Government Employees	FGE
	United States Government Employees	GOV
	Atomic Energy Program Employees	AEP
	Espionage Subjects	ESP
	Yugoslavia Subjects	YUG
IX.	Unavailable section cards	
	Missing	MI
	Out of country	OC
	Imprisoned	PR
X.	Date and place of birth	
XI.	Key facility geographical reference number and abbreviation denoting the agency having security responsibility for the key facility obtained from the Department of Defense Key Facilities List (where applicable)	
XII.	Residence address	
XIII.	Business address	
XIV.	Field office file number (to be added to the face of geographical and alphabetical Security Index cards upon receipt from Bureau)	

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(b) Data to appear on separate attached card

I. The following data must be placed on a separate card to be attached to reverse side of the Security Index card being filed in the Geographical, Special, or Unavailable Sections. Data will not be attached to the Security Index card filed in the Alphabetical Section. These cards contain printed captions to assist in recording the descriptive information. Captions are not all-inclusive and should be augmented by other data required.

(A) Complete description

(B) Notation that Security Flash Notice has been submitted for posting in Identification Division.

(C) Photograph, with date taken placed below.

(D) Dangerous characteristics of subject, including notation if subject possesses firearms.

(E) Other data which would assist in effecting apprehension of subject, such as directions to residence or employment, where subject not situated in usual locations, listing of number of minor children and aged dependents.

II. If descriptive data have not been obtained, case must be kept pending and investigation conducted to develop this information. Upon posting of Security Flash Notices in Security Index cases, the field will be furnished the FBI number and fingerprint classification which should be affixed to reverse side of the Security Index cards filed in Geographical, Special and Unavailable Sections.

III. Form FD-186 is used for purpose of compiling information to be posted on the separate card attached to back of the Security Index card filed in the Geographical Section of Index. Form may be filled in by the Agent handling the case in legible handwriting and forwarded to clerical employee designated to post this information on the attachment to the Geographical, Special or Unavailable Sections. After the Security Index card has been prepared

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at Bureau and sent to field and information appearing on FD-186 has been posted on the card to be attached, it shall be filed in the investigative case file.

Form FD-186 may also be used to record information that a Security Index subject has been physically observed. Descriptive data developed during observation of the subject should be noted on ~~the~~ FD-186 for posting.

(6) Arrangement of the Security Index

(a) At Seat of Government

The entire Security Index is maintained at the Seat of Government through the utilization of International Business Machine tabulating cards. The white 5 x 8-inch Security Index cards are printed by this machine and transmitted to the field. Through the use of this device, ~~it is possible to~~ break the Security Index down into the various categories of information appearing on the Security Index cards when such breakdowns become necessary for administrative purposes at the Seat of Government. This procedure makes it possible to maintain the content of the Security Index in the field and at the Seat of Government in an identical condition at all times.

An alphabetical breakdown of the true names and all aliases of Security Index subjects is also maintained at the Bureau for administrative purposes.

(b) In the field office

The active Security Index in each field division office is maintained in three sections, Geographical, Alphabetical and Special Sections.

I. Geographical Section

Procedures affecting the Geographical Section of the Security Index are set out in 87D 7b (11) pertaining to the priority of apprehension of subjects and should be read in conjunction with the material noted hereinafter.

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After receipt of the two 5 x 8-inch Security Index cards from the Bureau and after the necessary data have been added to one of the cards it shall be filed in the Geographical Section of the Index. (Except Special Section and Unavailable Section cards. See III and IV below.) This section shall be broken down geographically by residence address in accordance with the needs of each office. For example, where such breakdown is logical, it should be broken down by state, county, city and, if conditions in the city so warrant, into boroughs or suburbs and precincts. There will be instances involving routine changes of residence in which the Security Index cards will reflect "unknown" residence. To facilitate filing such cards in the Geographical Section, a breakdown therein should be utilized, designated "Verification Pending," to contain the Security Index cards of (1) subjects whose addresses are listed as "unknown" but leads outstanding are expected to result in the prompt location of those persons within the division and (2) subjects whose whereabouts in another division is actually in the process of verification, the cards bearing the address in the interim as "unknown." The Security Index cards in the Geographical Section shall be filed alphabetically under each geographical breakdown.

The Geographical Section of the field office Security Index will be the section to be utilized should apprehension of the subjects in the Index become necessary. Cards contained therein will be withdrawn and utilized by the apprehending Agents.

It may be feasible in offices covering large industrial areas to set up a second Geographical Section in which the Security Index cards are filed according to the employment of the subjects. Such procedure may be established only upon receipt of specific Bureau authority. Apprehensions may thus be made by utilizing either the Geographical-residence or the Geographical-employment sections, the choice depending upon the time of day the apprehensions are initiated.

II. Alphabetical Section

Procedures affecting the Alphabetical Section of the Security Index are set out in 87C 7b (11) pertaining to the priority of apprehension of subjects and should be read in conjunction with the material noted hereinafter.

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The duplicate card shall be filed in the Alphabetical Section which will be maintained in strict alphabetical order with no other breakdown whatsoever.

The alphabetical card will be in the nature of a control card. Should the original or geographical card be withdrawn from the Geographical Section for apprehension purposes, an appropriate notation shall be made on the alphabetical card for the purpose of administrative handling.

III. Special Section

Security Index cards of individuals coming within the categories enumerated below shall be retained in the Special Section of the Security Index for the reasons stated. This section shall be broken down into six subsections headed by tabs designating the categories. The Special Section is to be maintained in accordance with the following instructions:

(A) Espionage subjects

When apprehension of the subject will destroy chances of penetration and control of an operating espionage parallel or would destroy known chances of penetration and control of a "sleeper" parallel.

(B) United States Government Employees

In order that the identities of the subjects so employed can be readily determined and specific consideration given to each such subject before apprehension is ordered.

(C) Atomic Energy Program Employees

Because their apprehension must be cleared with the Atomic Energy Commission representatives to avoid interference with atomic energy work.

(D) Foreign Government Employees

So that individual consideration may be given to each individual on the basis of the relations then existing between the United States Government and the country by which the subject is employed.

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(E) United Nations Secretariat and other international organization employees

Because of the fact that they are employees of such organizations, regardless of their national origin, and the State Department must be notified after such apprehensions take place. In this category would be citizens of the United States and those immigrants or stateless persons not having the protection of a 3 (7) international organization visa or a visa issued under the provisions of Title 8, USC, Section 1101 (c) (15) (G) and who do not have protection of the International Organization Immunities Act.

(F) Pro-Tito individuals

Because such individuals, although Pro-Marxist-Leninist, adhere to the Tito form of communism as opposed to the Stalin or Russian form of communism. In light of the current international situation it is not possible to predict whether Tito would become aligned with Russian in the event of open hostilities or would align himself on the side of the United States and its allies. Therefore, Tito adherents in the Security Index must receive consideration for apprehension separate from others included in the Index.

Supporters of the Tito Government are not considered to include members of any Communist splinter groups who from time to time make statements in support of Tito, but should include only those individuals, particularly those of Yugoslav birth or descent, whose support of Tito against the Cominform countries and Stalin is clear and unequivocal.

Standards for inclusion of subjects in the Special Section of the Security Index are the same as those for any other potentially dangerous subject.

When submitting a recommendation for preparation of a Security Index card on an individual falling in one of the above categories, the Form FD-122 must include the words "Special Section" typed in the upper-right portion thereof. The proper category should be typed on the FD-122 in the space provided behind the words "MISCELLANEOUS (Specify)."

Security Index cards to be placed in the Special Section shall bear the appropriate code letters in the upper-right

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portion designating the subsection in which the cards should be placed. Upon receipt from the Bureau of the two Security Index cards of subjects in these categories, the required additional data shall be placed on one which shall be filed alphabetically in the appropriate subsection of the Special Section. The duplicate shall be filed in the Alphabetical Section of the Security Index. Under no circumstances should Special Section Security Index cards be filed in the Geographical Section of the Index.

When a Security Index subject whose card is maintained in the Special Section no longer comes within one of the categories of the Special Section, Form FD-122 must be submitted with the words "Remove from Special Section" typed in the space provided behind the words "MISCELLANEOUS (Specify)." If the card should be placed in the Unavailable Section the statement "Place in Unavailable Section" should be added in this space. When the new cards are received from the Bureau they should be checked for accuracy and the file number, description and photograph, if available, should be placed on a separate card of similar size and attached to the back of one of the cards. This card should then be filed in the Geographical or Unavailable Section (where applicable) and the other card filed in the Alphabetical Section of the Security Index. The old cards should be destroyed.

When a Special Section subject is scheduled for priority apprehension under the Detcom Program, the Special Section card shall be appropriately tabbed.

It is not contemplated that subjects of Security Index cards maintained in the Special Section will be apprehended under a mass apprehension program. The cases of such subjects shall be given individual attention upon the inception of the apprehension program and the subjects will not be apprehended in the absence of specific Bureau instructions in each case.

IV. Unavailable Section

Security Index cards of individuals who are missing, out of the country or are imprisoned shall be retained in the Unavailable Section. This section shall be broken down into three subsections headed by tabs marked "Missing,"

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"Out of the Country," and "Imprisoned." The Unavailable Section shall be maintained in accordance with the following instructions:

(A) Missing subjects

~~It is not desired that~~ Security Index subjects ~~be~~ included in the Unavailable Section as missing immediately upon determination that they are no longer located at their previously known places of residence or employment. The action required in 87C 6 b (3) above must be taken prior to submitting ~~Form~~ FD-122 placing a subject in the Unavailable Section as a missing subject. The Bureau must be periodically advised of the investigative steps taken to locate missing Security Index subjects in accordance with 87C 6 b (3).

If the subject is missing the word "Missing" shall be typed in the space provided on the Form FD-122 behind the words "MISCELLANEOUS (Specify)."

(B) Subjects out of the country

The Security Index cards of subjects who are found to have departed from the United States, Hawaii, Alaska, or Puerto Rico for a foreign country shall be placed in this subsection of the Unavailable Section of the Security Index unless their cards should be cancelled in accordance with instructions set forth below under 87C 7 b (10) (b).

If the subject is out of the country the words "Out of the Country" shall be typed in the space provided on the Form FD-122 behind the words "MISCELLANEOUS (Specify)." If the foreign address is known, ~~this should be~~ placed on the FD-122 in the space provided for the residence address. If the subject is only known to be in a certain foreign country and his residence there is not known or is only known to be traveling abroad this information should be very briefly included on the FD-122. If the subject's current employment abroad is known, ~~this should be~~ included on the FD-122.

The case of any Security Index subject who is out of the country must be followed at least each six months for verification of the subject's address, the same as any other Security Index case, to determine if the subject has returned to this country.

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Appropriate stops should be placed with the Bureau of Customs and the State Department to be advised of information which may become available to them reflecting the subject's return to this country.

(C) Imprisoned subjects

The cards of Security Index subjects who are found to be imprisoned shall be placed in the Unavailable Section of the Security Index.

If the subject is in prison the word "Imprisoned" shall be typed on the space provided on the Form FD-122 behind the words "MISCELLANEOUS (Specify)." The identity of the institution in which the subject is incarcerated shall be typed in the space provided for the residence address. The space for the business address shall be left blank.

At the time it is determined that a Security Index subject is imprisoned, it is necessary to make arrangements with the confining institutions to be informed of the subject's release. An administrative tickler should be set up for a date shortly prior to the expected date of the subject's release to assure that you are informed of the subject's release. Upon receipt of advice of the release of the subject, you should ascertain whether the subject should be continued in the Security Index. If so, Form FD-122 should be submitted in accordance with instructions set forth below.

Standards for inclusion of such subjects in the Unavailabl Section of the Security Index are the same as those for any other potentially dangerous subject.

When submitting a recommendation for inclusion of a subjec in the Unavailable Section who has not previously been included in the Security Index or changing an existing Security Index card from the Geographical or Special Sections to the Unavailable Section, the Form FD-122 must include the words "Unavailable Section" typed in the upper-right portion thereof.

It is not desired that places of former residence or former employment be included on Security Index cards of subjects who are missing, who are out of the country or who are imprisoned inasmuch as such data serves no useful purpose on the card.

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Security Index cards to be placed in the Unavailable Section shall bear code letters in the upper-right portion designating the subsection in which the cards should be placed. Upon receipt of the two cards from the Bureau for each subject in one of these categories, the required additional data shall be placed on one which shall be filed alphabetically in the appropriate subsection of the Unavailable Section. The duplicate shall be filed in the Alphabetical Section of the Security Index.

When a subject who has been included in the Unavailable Section as a missing subject is located in your office territory or a subject who has been out of the country has returned to your territory or an imprisoned subject has been released, Form FD-122 must be submitted reflecting the subject's current residence and place of employment. The words "Remove from Unavailable Section" shall be typed in the space provided behind the words "MISCELLANEOUS (Specify)" which are on the Form FD-122. If the subject's card is to be placed in the Special Section, the statement "Place in Special Section - Espionage (or Foreign Government Employee, etc.)" should be added in this space. When the new cards are received from the Bureau they shall be checked for accuracy and the file number, description and photograph (if available) shall be placed on one of the two cards. This card shall then be filed in the Geographical or Special Section (where applicable) and the other card shall then be filed in the Alphabetical Section of your Security Index. The old cards in the Unavailable and Alphabetical Sections shall be destroyed.

When a subject who has been included in the Unavailable Section is located in another division, Form FD-128 shall be submitted to the Bureau and the new office of origin with the pertinent data placed thereon including his current residence and business addresses. The notation "Remove from Unavailable Section" shall be typed in the space to the right of the addresses. New Security Index cards will then be submitted to the new office of origin by the Bureau.

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(D) Exception - Re Special Section

Security Index cards relating to Special Section subjects will continue to be maintained in the Special Section rather than in the Unavailable Section. When it is determined that a Special Section subject is out of the country, imprisoned or missing, Form FD-1[illegible] shall be submitted to the Bureau with the appropriate unavailable category designated as set forth above. New cards retaining the Special Section designation as well as indicating the unavailable category will be prepared. Upon receipt of these amended cards from the Bureau, one copy will be filed in the Special Section of the field office Security Index and one copy will be filed in the Alphabetical Section.

V. Inactive Section

Each office shall maintain an Inactive Section in its Security Index which will contain the Security Index cards of individuals who were included in the active Security Index at the time they were inducted into the armed forces.

Upon learning of the induction of a subject into one of the armed forces, a memorandum will be submitted to the Bureau advising of the identity of the branch of service into which the subject was inducted together with the date and place of induction.

If pertinent information which has not previously been set forth in report form exists in the office files, the same shall be included in an investigative report which will be forwarded as an enclosure to the memorandum advising of the subject's entrance into the armed forces. The Bureau will then furnish appropriate intelligence agencies with pertinent information concerning that subject and request notification in the event of the subject's discharge from the service.

The Geographical Security Index cards for such subjects shall be placed in the Inactive Section of the field Security Index. The alphabetical cards, should be destroyed.

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An administrative tickler shall be set up for each subject in the Inactive Section. At the termination of each six-month period, appropriate inquiry will be made by the field to determine if the subject has been discharged from military service. Such checks should be made locally through pretext inquiries if necessary. If such information is not obtainable locally, a memorandum should be submitted to the Bureau marked "Attention Identification Division" for a check at headquarters of the appropriate service.

Upon learning that a subject carried in the Inactive Section of the Security Index has returned to civilian status, it should be determined whether his activities warrant inclusion in the active Security Index. If so, FD-122 should be completely filled out just as if a first recommendation is being made, and submitted with a current report. If not, the Bureau should be advised of the reasons for not reactivating his Security Index card. In either case the inactive card should be destroyed.

(7) Periodic verification of addresses

(a) The data recorded on Security Index cards shall be in an up-to-date status at all times.

(b) The whereabouts of all Security Index subjects should be known at all times. The residence and business addresses of all Security Index subjects except those who are imprisoned must be checked at least once each six months. The case of any Security Index subject who is out of the country must be followed at least each six months to determine if he has returned to this country.

Perfect arrangements to be advised of any change in the subject's residence and/or business addresses. Periodic checks to verify residence or business addresses may be made under appropriate pretext by telephone, or other expeditious means.

(c) The physical characteristics and description of each Security Index subject shall be determined or verified by personal observation and the individual case file

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of each Security Index subject shall reflect that this has been done. If a Security Index subject has not been personally observed previously, this should be done during the next verification of the subject's residence and/or business addresses.

(d) Use Form FD-154 in verifying addresses of Security Index subjects whenever its use will facilitate the checking of the addresses. When Form FD-154 is not used in verifying addresses, a notation must be made on the last Form FD-154, FD-122 or FD-128 in the subject's case file reflecting the subject's current residence and business addresses and the date such addresses were verified. This must be done to assure that the file will contain all information concerning the status of the case and that the file will come to the attention of the Agent or field supervisor to determine if additional action is warranted at the time of the verification of addresses.

(e) If it is determined that the residence or business address or both have been changed from those appearing on the Security Index card, Form FD-122 should be submitted to the Bureau with the current residence or business address reflected thereon. In such instances, Form FD-122 should reflect only the changes to be made on the Security Index card.

(f) The project of verifying addresses of Security Index subjects each six months shall be handled by means of administrative ticklers. Do not reopen cases when the only action necessary is verification of addresses. However, if a subject has moved to an address in another division or his present whereabouts is unknown, the case shall be reopened and appropriate leads set forth.

(g) On January 15, and July 15 of each year, the Bureau must be advised by memorandum captioned "Security Index - Verification of Addresses" that all Security Index cards are in an up-to-date status and whether addresses for all Security Index subjects have been verified within the preceding six months.

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(8) Changes, additions, and deletions of data appearing on Security Index cards.

(a) Submit to Bureau by Form FD-122 any changes, additions or deletions involving name, aliases, citizenship, organizational affiliation or nationalistic tendencies, Detcom classification, date or place of birth, key facility geographical reference number, abbreviation of agency having security reponsibility (see 87C 7c (2) below), residence or business address. Exception: Change office of origin by Form FD-128).

(b) Insertion or removal of cards from Special Section or Unavailable Section should be handled pursuant to 87C 7b (6) (b) III or IV.

(c) Temporary handwritten notations may be made on existing Security Index cards pending receipt of corrected cards from Bureau.

(d) Indicate use of FD-122 for changes by checking proper opening paragraph and submit without abstract.

(e) Set out only items being changed, added or deleted. If being deleted, specify "Delete."

(f) Upon receipt from Bureau of corrected Security Index cards with duplicate copy of FD-122 (stamped "Corrected Security Index cards attached. Substitute for cards in file and destroy old cards. Place photograph and description on reverse side of geographical card."), Action to be taken includes:

I. Check accuracy of data on cards.

II. Place office file number on face of ~~both~~ all cards.

III. Transfer separate card with descriptive data and photograph from back of old Geographical Section card to back of corrected card, staple them and file in Geographical Section. Exception: For Special or Unavailable Section subjects, see 87C 7b (6) (b) III or IV above.

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IV. File duplicate card in Alphabetical Section of Security Index.

V. Destroy old cards.

(g) Indicate in all correspondence and on Administrative pages of reports containing data affecting material appearing on existing Security Index cards:

I. That subject is included in the Security Index.

II. That the data appearing on Security Index card is current or a form FD-128 has been submitted to make necessary changes.

(9) Movement of subjects between offices and transfers of Security Index cards.

(a) Subjects of Security Index cards other than key figures and top functionaries

I. Requests to verify addresses of Security Index subje from other divisions must be assigned immediately an results of investigation to verify the new addresse be transmitted to the office of origin within two we

II. Office of origin, upon receipt of verification of address, should submit form FD-128 immediately transferring office of origin. Forms regarding unavailable section subjects should be prepared in accordance with 87D 7b (6) (b) IV above.

III. Submit original and one copy of FD-128 to Bureau. Submit two copies thereof to office covering subject new address, enclosing copies of all previous report and other pertinent serials and Security Index card

IV. Information concerning key facility employment of subject in new division should be furnished by that division to old office of origin in order that geographical reference number, agency having securi responsibility and interested agencies can be inclu on form FD-128 submitted by old office of origin.

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V. Where security flash notice has been placed with Identification Division, notation to that effect must appear on FD-128 and extra copy of FD-128 must be specifically designated for Bureau marked "Attention: Identification Division" in order that those records will reflect new office controlling existing security flash notice.

VI. If summary report on Security Index subject, as required in 87D7f (1) (b) I has not been submitted, old office of origin will be responsible for its preparation. If initial summary report has been submitted, old office of origin will submit current investigative report.

Submission of FD-128 should not be delayed solely for preparation of reports when office of origin is to be changed but notation should be made on FD-128 that old office of origin is preparing report.

Case will remain pending in both old and new offices of origin until report is submitted by old office of origin. The new office of origin is responsible to follow the matter until the report is submitted.

VII. The new office of origin will review the pertinent material received with Form FD-128 as well as pertinent information in the files of the new office to determine whether additional investigation is warranted. If no additional investigation is warranted, the Bureau should be advised by memorandum that the case is being placed in a closed status.

VIII. Upon receipt of Form FD-128, office covering new address of subject will be office of origin with no other communication necessary in this regard. New office of origin will place its file number on Security Index cards received and place them in Security Index of that office.

IX. Upon receipt of two new Security Index cards from Bureau with copy of Form FD-128, new office of origin will transfer information from reverse side of old geographical card to one of new cards, appropriately file new cards and destroy old cards.

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(b) Key figures and top functionaries
Mechanics of transferring cases for all Security Index subjects as described above shall apply to key figures and top functionaries. Additional procedures in these categories are:

I. Notification to Bureau of deletion of subject as key figure or top functionary in old office of origin will be handled merely by designation in space provided on FD-128 that subject was key figure or top functionary.

II. Upon receipt of form FD-128, new office of origin will automatically designate subject a key figure or top functionary and will continue case in an assigned pending-inactive status if no further investigation is to be conducted at that time and necessary summary report has been submitted. Within six months in cases of key figures or within three months in cases of top functionaries, new office of origin will conduct active investigation, submit investigative report on subject and advise Bureau concerning continued designation of subject in these categories.

(c) Subjects tabbed for Detcom
Security Index card shall continue to be tabbed for priority apprehension in new office of origin until such time as it is determined by receipt of information by that office that priority designation is not warranted under the provisions of ~~section~~ 87C 7b (11) below.

(d) Subjects not included in Security Index

I. Transfer office of origin by ~~form~~ FD-128 only upon verification by another division of subject's presence in that division.

II. Enclose copies of all investigative reports and other pertinent serials with copies of FD-128 to new office of origin.

III. New office of origin will investigate or advise Bureau that case closed if no action warranted.

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(10) Cancellation and removal of cards from active Security Index

The Special Agent-in-Charge shall personally recommend the removal of any name from the Security Index under the conditions set out in Section 87C 7b (4).

(a) Death of subject

Destroy Security Index card without Bureau authority but advise Bureau by memorandum.

(b) Permanent departure from the Bureau's jurisdiction

Upon learning of the departure of a Security Index subject from the United States, Hawaii, Alaska, or Puerto Rico, for a foreign country, conditions surrounding his departure should be immediately ascertained.

No Security Index card shall be cancelled by reason of a subject's departure for a foreign country unless that subject is an alien who has permanently departed either voluntarily or as a result of deportation proceedings. In such instances the Security Index cards will be cancelled only after the subject's departure has been verified as being permanent. If a United States citizen who is included in the Security Index and who has been out of the country is found to have renounced his citizenship and taken citizenship of a foreign country, his Security Index card may be cancelled only after it has been determined that he does not intend to return to the United States.

Recommendations to cancel the Security Index cards of such subjects shall be made by letter directed to the Bureau. The cards shall be cancelled only after receipt of advice from the Bureau that the Bureau's Security Index cards have been cancelled.

(c) Imprisonment of subject

Security Index cards shall not be cancelled by reason of a subject's having been imprisoned regardless of the length of time he will be incarcerated. The cards of such subjects shall be placed in the unavailable section of the Security Index and the cases handled thereafter in accordance with the instructions set forth in 87C 7 b (6) (b) IV above.

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(d) Induction of subject into the armed forces

Security Index cards of subjects who have been inducted into the armed forces of the United States will be placed in the Inactive Section of the field Security Index. The procedure set forth above under 87C 7 b (6) (b) (V), above shall be followed.

(e) Confidential informants

The Security Index card of any subject who is developed as a confidential informant should be cancelled. In requesting the Bureau's permission to designate such a subject as a confidential informant, direct Bureau's attention should be called to the existence of a Security Index card for that individual. In all such instances a specific recommendation must be made concerning the cancellation of the card. The card may be destroyed upon receipt of authority from the Bureau to designate the subject as a confidential informant, without further Bureau authority.

(f) Subject no longer dangerous or potentially dangerous

Instructions set out below should be read in conjunction with 87C 6b (7) (c) herein relating to interviews with Security Index subjects.

Frequently, after a subject is included in the Security Index, information is received or investigation develops information reflecting that he is no longer a threat to the internal security by reason of defection or expulsion from the subversive movement, membership in or affiliation with which was the reason for placing him in the Security Index. Such defection may be reflected by lack of activity and obvious disinterest over an extended period of time or upon declaration of opposition to the principles of the subversive movement. The latter may manifest itself in declarations by a subject in the presence of confidential informants or other sources, statements to the press, or actual contact with Bureau representatives and admission of previous subversive activity.

When sufficient information is at hand regarding subject's present sympathies to reach conclusion that he should no longer be scheduled for apprehension as a

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dangerous subversive, request authority to interview subject or advise Bureau of reasons why subject should not be interviewed. Bureau will not cancel Security Index card without consideration being given to interview of subject. See 87C 6b (7) (c) and (d).

If, upon interview subject proves cooperative to extent that his Security Index card should be cancelled advise Bureau by letter of results together with a recommendation for cancellation which must be approved by Bureau.

(g) Subjects removed from Security Index solely upon basis of application of Security Index criteria, with no affirmative indication of defection

As Security Index cases are reviewed upon reopening in the field, there will be instances in which removal will be required by application of the Security Index criteria set out in 87C 7b (3). With the passage of time, limits specified in criteria will operate to remove certain subjects even though there is no affirmative indication of defection.

Although these subjects will in fact be removed from Security Index, the following procedure should be followed to allow for possible future reference to these cases.

I. When subjects are removed from Security Index solely on basis of application of Security Index criteria as cases are reopened and reviewed in the field, retain Security Index cards pertaining to such subjects bearing the descriptive matter on reverse sides -- i.e., the cards previously filed in geographical, special or unavailable sections. Destroy cards previously filed in alphabetical section. Those offices maintaining two sets of geographical cards under provisions of 87C 7b (6) (b)I should retain but one card in each instance, destroying second geographical card as well as card previously filed in alphabetical section.

II. Mark "CANCELLED" across face of each such card.

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III. File cards together alphabetically in same manner as utilized for active Security Index cards, clearly labeling box or other suitable repository; "CANCELLED SECURITY INDEX CARDS."

IV. Remove and destroy cancelled Security Index card if subject:

(A) is subsequently developed as a source
(B) becomes an informant
(C) otherwise indicates complete defection from subversive groups
(D) is redesignated for the Security Index.

(h) In all instances where a Security Index card is cancelled and a security flash notice (FD-165) has previously been submitted to the Identification Division of the Bureau, a separate communication must be forwarded to Bureau marked "Attention Identification Division" requesting cancellation of security flash notice.

(11) Priority apprehension program (DETCOM)

(a) Purpose

Many individuals included in Security Index because of their training, violent tendencies or prominence in subversive activity, are extremely dangerous and would be more inclined to commit or capable of committing overt acts against the United States in time of national emergency than would others in Security Index. Degree of dangerousness of such individuals is so pronounced that in interest of security they must be immobilized in the least possible time prior to others in Security Index. The administrativ

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procedure developed to make apprehensions on a priority basis is referred to as the Detcom program. Subjects designated for priority apprehension are referred to as Detcom subjects.

Individuals in Security Index tabbed Detcom would be arrested first in event of a limited but grave emergency, probably without the arrest of other Security Index subjects.

In an all-out emergency, all subjects whose names are in the Security Index will be considered for immediate apprehension.

Subjects tabbed for Detcom should comprise a hard core of subversives. Each individual should stand on its own merits and decision to consider subjects for priority of apprehension should be based on subject's subversive activities and revolutionary tendencies.

(b) Subjects to be tabbed Detcom
Each Security Index subject should be considered for Detcom tabbing (priority of arrest) who falls within one or more of following categories:

I. All top functionaries and key figures
II. Currently active communists or members of any basic revolutionary organization (active within past year) when there is evidence of one or more of following:
   (A) Activity as local organizers or leaders in the organization
   (B) Special training at Lenin School or Far Eastern Institute in Moscow
   (C) Experience as picket captains, strong-arm men or active participation in violent strikes, riots or demonstrations
   (D) Violent statements or strong revolutionary tendencies as shown by their activities
III. Persons active in Communist Party underground
IV. Any other Security Index subject whose activities, past or present, regardless of membership in a revolutionary organization, clearly and unmistakably depict the individual as a potential saboteur, espionage agent or disruptionist in the event of an emergency.

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(c) Recommendations for and removal of Detcom designation

I. Approval of ~~Special Agent in Charge~~ SAC Designation of each subject for Detcom program or removal of any subject therefrom must be personally approved by ~~Special Agent in Charge~~, or in offices having more than 1,000 Security Index subjects by Special Agent-in Charge, ~~Assistant Special Agent in Charge~~ or Bureau-approved security supervisor. If individual subjects being recommended for inclusion in Security Index are also being recommended for Detcom, above-required approval by SAC may be handled in conjunction with requirements specified in 87D 7b (4).

II. Recommendations for Detcom designation of subjects already included in Security Index are indicated on ~~Form~~ FD-122 by marking an "X" in space following words "Tab for Detcom."

III. Above approval must be noted specifically in cover letter setting out succinctly reasons for designating subject for Detcom classification and enclosing FD-122.

(d) Administrative procedures for handling Detcom program

Take following action to assure that Security Index cards for subjects tabbed Detcom for priority of apprehension will be readily available for emergency action in your office:

I. Consider each Security Index case for Detcom tabbing whether subject's Security Index card is filed in Geographical, Special or Unavailable Sections of your Security Index.

II. Geographical Section

Divide Geographical Section of your Security Index into two distinct parts. Part I of Geographical Section shall include only Security Index cards for subjects who are tabbed Detcom under instructions noted above.

(B) Part II of Geographical Section will contain Security Index cards for all subjects that are NOT tabbed Detcom.

(C) In offices having two separate and distinct Geographical Sections, i.e., geographical-employment and geographical-residence, as provided under 87C 7b (6) herein, ~~it will be necessary to have~~ each such Geographical Section broken into Parts I and II, in line with foregoing, in order that cards tabbed Detcom will be separated and maintained apart from other Security Index cards.

(D) No colored tabs necessary on cards of Detcom subjects in Geographical Section.

III. Alphabetical Section

(A) One Security Index card for each subject is to be filed in Alphabetical Section in strict alphabetical order with no other breakdown whatsoever.

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(B) A colored tab will be affixed to each Security Index card designated for Detcom in Alphabetical Section to readily identify such subjects, among cards filed in Alphabetical Section.

(C) Detcom tabbings approved at Bureau will be reflected on Security Index cards forwarded to Field by code letters "DC" in first line on cards and by word "DETCOM" stamped in large red letters.

IV. Special Section and Unavailable Sections
Security Index cards of Detcom subjects filed in Special and Unavailable Sections will be designated by affixing colored tabs.

(e) General

I. Tabbing of cards
No Security Index card will contain tabs for any purpose other than to designate Detcom classification under foregoing provisions.

II. Removal from Detcom category
Careful analysis must be made of each case in which deletion from Detcom category is proposed. For instance, when a key figure is being removed from such status, file review may well disclose that subject qualifies for Detcom tabbing for reasons covered in 67C.7b (11) (b), above, independent of key figure status.

c. Individuals employed in or having access to key facilities

(1) Responsibility

FBI is responsible by Presidential Directive, for keeping other Federal agencies advised of developments within their jurisdiction affecting plants having armed forces contracts, as well as other facilities, utilities, and critical points of transportation and communications systems which have been designated as vital to the national defense and welfare by the Department of Defense.

FBI is responsible under Delimitations Agreement for investigating employees of private contractors who have contracts with agencies of Department of Defense where credible subversive information concerning employee is obtained. Thorough investigation must be conducted and consideration for inclusion in Security Index given

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concerning any individual employed in or having access to a key facility who is alleged to have been, at any time in the past, a member of any basic revolutionary organizations or against whom sufficient other subversive information is in our possession which warrants such action.

(a) Requests for investigation from another agency
When another agency requests investigation of individual employed in key facility, institute investigation immediately if basis of request so warrants. Advise Bureau of request, basis thereof, and that investigation is being conducted.

(b) Verification of key facility status of place of employment
Department of Defense Key Facilities List (maintained in each office) must be checked for verification of information that a security investigation subject's place of employment may be included in such list.

(c) Individuals denied access to restricted information
Intelligence agencies of armed forces frequently advise that an individual has been denied clearance to work in a defense plant or to handle classified or restricted information. In some instances clearance is denied based on information furnished by Bureau. At other times, information in Bureau files is very meager or possibly negative and basis for such denial of clearance is not known. The intelligence agency is responsible to furnish Bureau with any information involving disloyalty or subversiveness.

Office receiving notification that an individual has been denied clearance must ascertain promptly basis for such denial and obtain all pertinent data contained in file of agency responsible for such action. Forward such data to Bureau and incorporate in next report submitted concerning individual in question. Where no investigation has been conducted by Bureau and there is no case on individual being denied clearance, give consideration to opening a security investigation if information received from intelligence agency warrants such action.

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(2) Inclusion in Security Index
In recommending key facility employee for inclusion in Security Index form FD-122 will contain:

(a) Key facility geographical reference number
(b) Abbreviation for agency having security responsibility
(c) Abbreviations for interested agencies obtained from Department of Defense Key Facilities List. Interested agencies should be identified on the FD-122 to assure proper dissemination of reports but will not appear on Security Index cards returned from Bureau.
(d) Abbreviation AEC immediately following abbreviation for agency having security responsibility when abbreviation of responsible agency on Key Facilities List is followed by asterisk, which denotes Atomic Energy Commission is involved in security responsibility. This data will appear on Security Index cards returned from the Bureau.

If subject of existing Security Index card is found to have become employed in a key facility, form FD-122 must be submitted to Bureau with above-required key facility data set forth thereon. Case will then be handled in accordance with instructions set forth below concerning key facility cases.

(3) Reports Reinvestigations
(a) In addition to other information required in reports on individuals, synopsis and investigative portion of each report submitted on subjects employed in key facilities must contain a statement reflecting that subject is employed in a key facility together with a statement as to whether that subject has access to classified or restricted material.
(b) Administrative page of each report shall contain statement identifying Federal agency having security responsibility for the key facility and identities of interested agencies.

(4) Dissemination
Upon receipt of original complaint or allegation concerning key facility employee from source other than interested intelligence agency, a summary of

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complaint and information concerning the individual should be furnished immediately by memorandum to interested intelligence agency. Intelligence agency should then be advised whether a security investigation is being conducted of the individual, and, if investigation is being conducted, that copies of reports will be furnished upon completion of investigation. Letter to intelligence agency should clearly point out that information is unsubstantiated and has not been verified through investigation by FBI.

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These instructions do not apply to allegations of espionage or those of such a confidential character as would not ordinarily be disseminated. Such information appearing to be of immediate interest to other intelligence agencies should be submitted to Bureau by most expeditious means, depending upon the circumstances, with a request that the Bureau consider advisability of disseminating it.

Office of origin shall disseminate copies of each report to local representatives of interested intelligence agencies as reflected in Key Facilities List, including in all cases the agency having security responsibility. Copies of reports for the Marine Corps should be disseminated locally to ONI.

Dissemination to the Atomic Energy Commission (AEC), Armed Forces Special Weapons Project (SWP), the Research and Development Board (RDB), and the Maritime Administration (MA) will be made at the Bureau, and not in the field.

Sufficient copies shall be prepared to allow for all dissemination and retention of appropriate copies in the field and the Bureau's files.

(5) Status of cases
After all active investigation conducted, place in a pending-inactive status, assigned to Agents to whom incoming material will be routed. Supplemental report due every six months. Forty-five days before report due, make case pending active and conduct following investigation:
(a) Ascertain residence of subject.
(b) Check with armed services representative at the key facility, or with other reliable sources, to determine whether subject has access to classified or restricted material.
(c) Prepare investigative report for submission to Bureau at the designated time reflecting, in addition to above, any subversive information coming to the attention of the office subsequent to the last investigative report.

Above procedure in effect until subject no longer employed in a key facility.

d. Key figure and top functionary program

(1) General

Purpose of key figure and top functionary program is to select for special attention those individuals in a subversive movement who are of outstanding importance to the effectiveness of the movement.

Key figure and top functionary program is described below as pertaining to the Communist Party, USA. However, it also applies to important individuals active in or on behalf of other basic revolutionary groups.

(2) Key figures

(a) Definition

A key figure is an individual, either a member or nonmember of the Communist Party or other basic revolutionary organization, who, by reason of his official position in the organization or his connections with the Communist movement and his activities on its behalf, is considered of sufficient importance and potential dangerousness from an internal security standpoint to require immediate apprehension or detention in the event of an emergency. Individuals coming within the following categories shall be considered ~~as coming~~ within the definition of a key figure.

I. National, district and state officers and the principal officers of the local clubs of the Communist Party.

II. The principal organizers of the Communist Party.

III. Those Communists who are executive officers or outstanding figures in established Communist front or controlled organizations, foreign language groups and Negro organizations infiltrated by Communists.

IV. Individuals extensively engaged in Communist infiltration of the labor movement, including principal officers of labor organizations who are members of or closely affiliated with the Communist Party. In selecting key figures in

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the labor field, consideration should be given to the critical nature of the industry or trade involved and the fact that certain industries, such as transportation and communication, are particularly vulnerable to Communist infiltration and sudden disruptive action.

V. Editors, publishers and business managers of generally recognized Communist publications or Communist publishing houses and operators of the important Communist bookstores.

VI. Prominent figures in the Communist-owned and -controlled educational institutions, generally referred to as workers schools.

VII. Attorneys and bondsmen who are active in the Communist movement and are known to furnish important assistance to the Communist movement.

VIII. Espionage or nationalistic tendency subjects whose activities are connected to a significant degree with the program of the Communist Party, provided they have no recognized diplomatic status. Investigation and preparation, submission and dissemination of reports governed by instructions issued in individual cases in this category and the general rules governing key figures as subsequently set forth in this section are not applicable to these subjects.

(a) The above list is not all-inclusive. There may be individuals who, because of their profession, position in public life, Government employment or other associations, may not see fit to serve outwardly in behalf of the Communist Party or its related groups but who, because of their established Communist sympathies and their contributions to the Communist movement, might well conform to the general key figure definition set out above. Membership in the Communist Party or other basic revolutionary organizations is not a prerequisite to being a key figure and the designation may apply to both citizens and aliens.

(b) Regulations governing the handling of the key figure program.

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I. Designation and deletion of key figure status

~~The field offices~~ Designate or remove a subject as a key figure by individual letter to the Bureau carrying the subject in the caption and containing a brief statement as to the reason for designation or deletion.

Where office of origin for key figures is transferred, deletion in the old office of origin and additions in the new office are handled in accordance with 87G 7b (9) (b) above.

II. Photographs

Photographs must be obtained for each key figure. Whenever possible, the photographs should be obtained from public records, law enforcement agencies, state or Federal Government agencies and similar sources. Where more direct means employed, use extreme care to avoid prejudicing the investigation. Send one copy of photograph of each key figure to the Bureau, either by cover letter or as enclosure to a report. Maintain a copy of each photograph in the subject's individual case file in the field. If album of key figure photographs maintained, be sure duplicates are also filed in each individual subject's file.

III. Handwriting specimens

Suitable handwriting specimens of each key figure must be obtained. Whenever possible, obtain handwriting specimens from public records, law enforcement agencies, and similar sources. Again, if more direct means employed, use extreme care. Send specimens to the Bureau under a separate cover letter by registered mail for the attention of the FBI Laboratory. Letter should bear caption of individual case.

Handwriting specimens should be sufficiently extensive to permit possible future comparisons by the Laboratory. When specimens submitted may be of value as evidence, letter of transmittal should so state and Bureau should be requested to return specimens after copies have been made.

IV. Security Index cards

Request preparation by Form FD-122 at the earliest possible moment. Same rules apply to preparation and maintenance as apply to other Security Index.

cards. All Security Index cards for key figures shall be tabbed for Detcom under the priority apprehension program.

V. Change of office of origin
Form FD-128 changing office of origin on a key figure automatically deletes him as key figure in old office and adds him as a key figure in new office. For further instructions concerning the change of office of origin in these cases see 87C 7b (9) (b).

VI. Reports
(A) Character - Internal Security - (followed by appropriate letter designating the organizational affiliation or nationalistic tendency.) (See 87C 7b (5) (a).)

(B) Reports must be submitted every six months reflecting the subject's activities since last report. The key figure designations should be continuously evaluated so that their status will not be continued unless justified. These cases may be placed in a pending-inactive status as soon as the following conditions exist:

(1) Reports have been submitted reflecting complete investigation definitely establishing by information of evidentiary nature subject's Communist connections and activities and his importance in the Communist movement plus essential background information.

(2) When no further action necessary other than maintaining contact with informants, keeping informed of subject's whereabouts, and generally following his activities. It is imperative, however, that established sources of information be continued and still further informant coverage effected.

It is unnecessary to advise the Bureau by letter that case placed in pending-inactive status. Simply place asterisk after the letter "P" at end of synopsis of report. Place cases on six-month

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ticklers ~~in order~~ to insure prompt submission of reports at six-month intervals.

ii. The fact that a photograph or handwriting specimen has not been secured should not prevent placing a case in a pending-inactive status when all reasonable efforts have been made to secure them.

(C) Key figure cases may be closed and the designations deleted when subject enters the Armed Forces or other circumstances arise warranting such action. Additional information received shall, however, be channelized to the closed file.

VII. Maintenance of Key Figure List

(A) Each office must maintain current list of key figures including top functionaries. List may be kept by simple list system, by maintaining a file wherein all additions and deletions to the list are reported, or by a card index system. Maintain key figure list separate from Security Index.

(B) Key figures should retain their designation notwithstanding their departure for foreign travel or other circumstances requiring temporary discontinuance of investigation.

(C) Should a key figure become subject of a Security of Government Employees investigation, his name should continue to appear on the Key Figure List, but the investigation shall proceed in accordance with existing instructions governing SGE cases.

VIII. Transmitting list of key figures to Bureau

(A) Submit list of key figures to the Bureau by letter on April 1 and October 1 each year. Letter should list key figures alphabetically and set forth in separate columns after each name the following: i. (1) Status of case; (2) Existence of a Security Index card; (3) Whether a photograph has been sent to the Bureau; (4) Whether a handwriting specimen has been sent to the Bureau; ~~(5) and~~ any position held in the Communist Party or other basic revolutionary organizations and in any labor union.

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(B) List only the most important offices in the Party or union if subject holds several, or the most important office he holds in a front organization if no Party office is held. Caption letter as are all letters submitted in the main Communist Party case for each field office, viz., "Communist Party, USA: District No. 2, New York Division, Internal Security - C, Key Figure List."

(3) Top functionaries

(a) Definition
A top functionary is an individual, either a member or a nonmember of the Communist Party, to whom, because of his importance, it is necessary to give continuous investigative attention in order to keep abreast of Communism on a national basis in the United States. Necessarily, such an individual would be on a high policy level in the movement.

The term "top functionary" is not to be construed as requiring that individuals in this category must actually hold official positions in party organizations, but shall be given a broad enough construction to include others who are of equal importance because of their influence in the movement itself, or their position and activities outside the Party in labor, front, or similar organizations or movements.

(b) Manner of designation
Prior Bureau authority necessary to designate a subject as a top functionary. Submit such recommendation to Bureau by letter containing reasons for the recommendation. Bureau desires to be very selective in this matter and to concentrate on individuals who, on a national basis, are the guiding hands in the Communist movement.

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At the Seat of Government a careful appraisal will be made of the field's recommendation, following which the office will be advised concerning the Bureau's decision on the recommendation.

(c) Regulations governing top functionaries

I. Regulations set forth under (2) (b) above pertaining to key figures relative to photographs, handwriting specimens, Security Index cards, change of office of origin, Detcom tabbing, character of reports, and inclusion in the Key Figure List apply to individuals designated as top functionaries.

II. Reports
Submit reports on top functionaries quarterly. Make status pending-inactive ~~status~~ if there are no outstanding leads for active investigation.

e. Correlation of other investigations with the Security Index and Communist Index

Individuals investigated by the Bureau under any character against whom subversive information is developed must be constantly borne in mind for inclusion in the Security Index and/or Communist Index.

(1) Espionage and foreign intelligence investigations

Subjects of these investigations must be included in the Security Index and/or the Communist Index if they meet the standards for inclusion therein. It is the responsibility of the investigating Agent and field supervising official to make appropriate recommendations for preparation of the Security Index card and/or the Communist Index card, whenever appropriate.

(2) Security of Government employees (SGE) investigations

Subjects of all ~~Security of Government Employees~~ SGE investigations against whom subversive derogatory information has been developed must be considered for inclusion in the Security Index and/or Communist Index.

The Agent conducting investigation in the office covering the subject's residence must refer such cases to the field supervisor in charge of the Security Index program for appropriate handling. Copies of reports reflecting disloyal information must be submitted to the field office covering the subject's residence, when developed by any other office.

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When an individual who has previously been investigated under the ~~Security of Government Employees~~ character is the subject of a Security Index card and is still employed by the Federal Government or is being considered for Federal employment, the dual character of "Security of Government Employees" and the character of the subject's security case should be used in the report being submitted. This will insure that the reports are referred to the appropriate desks for supervision at the Bureau as well as in the field. These reports should be written according to the standards prevailing for ~~Security of Government Employees~~ SGE reports.

Disseminate these dual character reports the same as any other security report. Representatives of other intelligence agencies requesting reports reflecting the actual ~~Security of Government Employees~~ investigation should be informed to direct the requests to his Washington headquarters for referral to the Bureau.

(3) Atomic Energy Act, Voice of America applicant, Departmental applicant, Bureau applicant, and other Bureau investigation

Subjects of all above investigations against whom subversive information has been developed must be considered for inclusion in the Security Index and/or the Communist Index. In each such case the Agent conducting the investigation in the office covering the subject's residence must refer the matter to the field supervisor in charge of the Security Index program for appropriate handling.

Copies of reports reflecting disloyal information must be submitted to the office covering the subject's residence, whenever developed by another office.

When the subject of such an investigation is presently in the Security Index, a letter must be directed to the Bureau at the time the report is submitted advising that the subject is in the Security Index.

See p. 37K insert in ref manual

[illegible] information of interest to FBI and/or A[illegible] of [illegible] completion of Atomic Energy Act - appli[illegible] concerning AEC employees or persons having [illegible] data should be handled according to ins[illegible] of this manual. [illegible] 7E 3a

[illegible] reports apply in general to security reports on individuals and must be read in conjunction with this section.

II. ~~At any time~~ When a security investigation is conducted concerning an individual and subversive derogatory information is developed, a report or reports reflecting the results of the investigation must be submitted.

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(b) Summary reports

I. Initial summary reports

Summary reports required on all subjects included in the Security Index. A summary report should be submitted at the time a recommendation is made to

place a subject on the Security Index. If it is an initial report in the case it will, for administrative purposes, be considered a summary report and will be submitted with a pink first page (Form [illegible]). Such a report will specifically include all pertinent information developed in the case to date as would an investigative report and the provisions set forth under 87&07f (9) (b) III below regarding selection of information to be specifically reported in summary reports will not apply to such initial reports. Each summary report should bring the investigation up to date.

If further investigation appears warranted, leads should be set forth in the summary report just as in an investigative report. Submission of summary reports should not be delayed for the purpose of conducting current investigation in previously closed cases, but appropriate leads should be set out.

Prior to the preparation of a summary report, if it appears from a careful evaluation of subject's case, based on a thorough review of files and on the results of complete investigation that his retention on the Security Index is probably no longer warranted and that an interview with him is desirable, then a summary report need not be prepared, but an investigative report should be submitted and accompanied by a recommendation as to interviewing subject.

If subject is removed from the Security Index after the interview, it will not be necessary to prepare a summary report. If he is retained, a summary report, including the results of the interview, should be immediately submitted. Include in the administrative portion of the report a statement that subject is being retained in the Security Index.

Summary reports must be suitable for dissemination and should receive the same dissemination on a local level that regular investigative reports receive in these cases. Do not mark these summary reports as "Prosecutive" or "Investigative" summaries.

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Summary reports should not be prepared on security matter subjects who are not included in the Security Index and are not to be included therein unless such reports are prepared under specific Bureau instructions.

II. Subsequent reports

Cases of all Security Index subjects must be reopened or placed in a pending status ~~one year from the date of the initial summaries and each year thereafter in accordance with 87D7f (8) below~~ for the purpose of preparing annual investigative reports in accordance with the schedule outlined in 87D,7f (8). Office indices and any material channelized to the case file since the most recent report should be reviewed and the case brought up to date by appropriate investigation to determine subject's current activities.

Per memo Baumgardner to Belmont 11-3-55

If no subversive information is available, the fact that appropriate confidential informants have been contacted with negative results should be submitted in report form. This is necessary in order that the Department can be advised of the status of the case of each individual who is listed for apprehension in the case of an emergency.

Each time that a case is reopened and brought up to date, it should be critically analyzed in the light of the Security Index criteria set out in 87D7b (3) herein. This procedure must be followed on a continuing basis for each Security Index subject. Specific instructions as to the method of preparing investigative and summary reports are set forth below under appropriate headings.

(2) Origin

The office of origin will be that office covering the territory wherein the subject's subversive activities occur. In most instances this will also be the division in which territory the subject resides and is employed. In those cases where the subject's subversive activities take place in the territory of an office other than the office covering the place of residence and/or employment, the office of origin shall be that office which can best cover the subversive activities of the subject.

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(3) Investigative Period

In addition to instructions set forth in section 4 of the Manual of Rules and Regulations, the following shall apply to security cases. Dates upon which information has been received from confidential informants and other sources in the past which do not involve investigation expended in the individual subject's case shall not be set forth in the period ~~for which made.~~

(4) Classification

(a) 100 - for individuals affiliated with the basic revolutionary and front organizations of Marxian ideology.

(b) 105 - for members of the Nationalist Party of Puerto Rico or others having nationalistic tendencies of a non-Marxist character.

(5) Title

(a) Title shall include the subject's full, correct name and all aliases. Misspellings of a name or breakdown of a full name should not be included in the title as aliases or otherwise.

(b) Only one subject shall be carried in the title of each report. Separate reports must be submitted for each subject regardless of their relationship, i.e., husband and wife, father and son, etc.

(c) A married woman should be carried under her full and correct name and not under the name of her husband. The name of the husband preceded by "Mrs." as well as her maiden name, should be shown as aliases.

(6) Character

(a) Key figures and top functionaries
Internal Security - followed by the letters designating the organizational affiliation or nationalistic tendencies. Examples:

Internal Security - C
Internal Security - SWP

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(b) Others
Security Matter - followed by the letters designating the organizational affiliation or nationalistic tendencies. Examples:

Security Matter - C
Security Matter - SWP
Security Matter - X (native fascist)
Security Matter - M (Miscellaneous)

When a subject is deleted as a key figure, the character shall be changed from internal security to security matter in the first report following the deletion and all subsequent reports. When a security matter subject is designated a key figure, the first report after the designation and all subsequent reports shall bear the internal security character.

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(e) Cases of subjects recommende for Security Index.

I. Pending Inactive

(1) If all active investigation completed at the time Form FD-122 forwarded to Bureau. Lead to follow Bureau for Security Index card should be set forth.

II. Closed

(A) Upon receipt of Security Index card from Bureau.
(B) Thereafter follow by administrative tickler for investigative report as in (d) above.

(f) Subjects not in Security Index who are not to be included therein.

I. Closed

(1) Prior to closing instructions under 87C 6 b (7) pertaining to interview must be complied with.

Designate case pending inactive by adding asterisk behind letter P at end of synopsis, i.e., P*.

Status of case shall be reflected in all summary and investigative reports at end of synopsis and end of details.

(9) Details

First sentence of paragraph reporting results of any interview must set forth date of interview. Where data being reported obtained from previous investigation, first sentence must clearly reflect date information was received and date or period to which it pertains; for example, John Doe advised on 3/25/49 that subject attended Communist Party meeting during January 15, 1941, in Chicago, Illinois.

(a) Form

Set up all investigative and summary reports on individuals under following general form; however, when reports are prepared under specific Bureau instructions those instructions shall apply.

I. Background

(A) Birth date
(B) Citizenship status
(C) Education
(D) Marital status
(E) Military service record (Domestic or foreign, including type of discharge, citations, etc.)
(F) Identification record
(G) Employment
(H) Residence
(I) Status of health (if known)

II. Connections with Communist Party (or other basic revolutionary groups and/or front organizations.)

(A) Information concerning admission to revolutionary group including sponsors, etc.
(B) History of activity in, attendance at meetings of, and positions held in subversive movement with which subject is identified.

III. Revolutionary statements made by subject showing advocacy of overthrow of Government by force or violence

(A) List each statement and full known details surrounding each.
(B) List all statements by subject showing complete adherence to principles of Marxism-Leninism or other revolutionary doctrines espoused by subversive group with which subject is identified.

IV. All other activities of subject indicating furtherance of program of subversive organizations with which he is associated.

(A) Speeches
(B) Writings
(C) Organizational directives and/or educational outlines signed by or issued by subject, or issued while subject was officer of organization.
(D) Set forth all pertinent contacts between subject and leaders of Party.
(E) Set forth details concerning the subject's attendance at Lenin School, attendance at training schools of subversive organization with which subject has been identified or activity as instructor at such schools.

V. False statements made by subject including use of aliases.

(A) Such evidence obtained from passports, voting, marital records, income tax returns employment and selective service records, among others, may be in your files.

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(7) Synopsis
All investigative and summary reports submitted in these investigations shall contain a synopsis which will consist of clear and concise statements summarizing the subversive activities of each subject as set forth in the details of the report. Pertinent background may be set forth in the synopsis of investigative reports. The synopsis of summary reports should not include detailed background information inasmuch as this will be clearly set forth under appropriate subheadings in the first portion of the details.

(8) Status
All cases shall be carried in a pending status until all active investigation required by the preceding instructions has been conducted. Thereafter, the status shall be as follows:

(a) Top functionaries
I. Pending inactive
(A) Reports are to be submitted quarterly. Forty-five days prior to the date a quarterly report is due, each such case shall be placed in a pending-active status for the preparation of the report in order that the report can be submitted at the designated time.

(b) Key figures
I. Pending inactive
(A) Reports are to be submitted semiannually. Forty-five days prior to the date a semiannual report is due, each such case shall be placed in a pending-active status for the preparation of the report in order that the report can be submitted at the designated time.

memo Baumgardner to Belmont 11-3-55 "Mg I"

(c) Security Index subjects employed in key facilities
I. Pending inactive
(A) Reports are to be submitted semiannually. Forty-five days prior to the date the semiannual report is due, each such case shall be placed in a pending-active status for the preparation of the report in order that the report can be submitted at the designated time.

(d) Other Security Index subjects
I. Closed
(A) Cases of all other Security Index subjects must be followed by administrative ticklers set up ~~for one year from the date of the initial summary report.~~ One year from the date and annually thereafter the case shall be reopened and assigned for submission of an investigative report.

so as to insure submission of the annual investigative report. The cases shall be closed

[illegible] 92

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VI. Miscellaneous

(A) List pertinent items not falling under the above categories.

VII. Physical description

(A) Set forth a complete up-to-date description of subject.

The above-prescribed form shall not preclude addition of other appropriate headings when, in individual cases, certain information can more logically be set forth under such headings. ~~It is not desired that~~ headings be included in report when no information is set forth which would logically fall under such headings.

Information appearing under each heading should be set out in chronological order under name or temporary symbol number of respective person, confidential informant or confidential source who furnished information.

If one source has furnished information which should logically be broken down under two or more headings such breakdown should be made. Only one temporary symbol should be used for each source throughout the report.

(b) Content

I. General

So far as possible all reports on individuals should be confined to:

(A) Proof of membership and activity in basic revolutionary organization and/or front organizations with knowledge of purpose thereof.

(B) Information concerning position and importance of subject in subversive movement.

(C) Pertinent background information.

Include in security reports only information pertinent to determining whether or not subject is engaged in subversive activities.

Information from intelligence agencies of Armed Forces or Central Intelligence Agency should be covered by "T" symbol.

II. Investigative reports

Information suggestive of additional leads and information of particular significance in showing subject's knowledge of and adherence to

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revolutionary aims of organization or organizations with which he is associated should be fully and carefully reported. Provisions set forth below for selection of information to be specifically included in summary reports do not apply to investigative reports.

III. Summary Reports

(A) Each summary report ~~will~~ is to include all information having any pertinency as to whether or not there is justification for Security Index card. This includes pertinent information concerning background and subversive activities.

(B) When previous summary reports which have been prepared are not suitable for dissemination because of disclosure of sources, information contained therein should be included in current summary reports with sources fully protected. Each office must be certain that all pertinent information has been incorporated in either a past or current disseminative summary report.

(C) Frequently information will have been obtained reflecting subject's presence at numerous meetings of subversive organizations over a period of years. In many instances these facts will have been reported by only one informant. In others, two or three informants will have reported subject's attendance at meetings. The question of pertinency of all such items is dependent upon the weight of all of the evidence obtained against the subject.

(D) Such repetitious and cumulative items to be specifically set forth in summary reports may be reduced in number to the point where they will be limited to a representative number of such items. Each such item specifically set forth must be fully documented in accordance with instructions set forth below.

(E) The number of such items to be included in each instance will be dependent upon the preponderance of other evidence available for inclusion in the report which will lend weight to our case against the subject.

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Bear in mind that our case against subject must not be weakened by omitting necessary items. If more than one informant has submitted such cumulative items, a representative number coming from each informant should be included. Corroboration by more than one source will tend to lend weight to evidence being reported against subject.

(F) Selection of such items with regard to period of time will be dependent upon all facts developed against subject. Selection should be based upon the objective of specifically reporting data sufficient to justify continued detention of each subject if apprehended.

When selection of representative number of such items is made they should be followed by a general statement in details summarizing other items furnished by source; i.e., summarizing statement should state that source advised that subject also attended a certain number of other meetings during a certain period.

(G) In reporting activities of a subject since January 1, 1949, a greater percentage of repetitious and cumulative items and in most instances all such items should be specifically reported.

It will be particularly incumbent upon the reporting Agent to report specifically such items in those cases where there is little information reflecting subversive activity of a subject since January 1, 1949. In those cases where there is an enormous number of such items you may be more liberal in the selection of those items to be reported specifically.

(H) Sources whose identities would ordinarily be set forth in details of investigative report should be fully identified in details of summary reports. Sources whose identities would not be set forth ordinarily in details of investigative report should be identified by temporary symbols in details and fully identified in administrative pages. Only one temporary symbol should be used for each informant in each report. If one informant has furnished information which should be broken down logically under two or more of the headings in report, this should be done with the same temporary symbol being used for that informant throughout report.

(I) Subsequent investigative reports need not be coordinated with previous summary reports insofar as the "T" symbols of sources are concerned. Temporary symbol numbers for each report on one subject will be listed in numerical order for that report independent of other reports.

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(10) Copies

(a) Bureau

At least four copies.

The number of copies in excess of four to be furnished to Bureau will depend upon extent of dissemination indicated by citizenship, employment, military status, etc., of each subject. Sufficient copies must be submitted to Bureau to enable complete dissemination as indicated by content of report and retention of original in Bureau files.

(b) Office of origin

Three copies of report plus one copy for each agency which should receive copy on local level.

(c) Auxiliary offices

Two copies; one copy of RUC report.

(d) Informational offices

Occasionally dissemination to an office other than the office of origin or auxiliary offices may be advisable when the content of the report indicates an interest by such an office. In such an instance dissemination should be made with the reason therefor stated in the administrative portion of the report. The number of copies shall be determined by the content.

(11) Administrative data

(a) General

Administrative data, such as the following, must not be included in details of reports:

I. Any reference to Communist Index, Security Index, file numbers, titles of other cases, priority apprehension program, key figure or top functionary status, security flash notice (FD-165), forms FD-122 and FD-128, Bureau instructions for handling cases, or any information contained in Bureau or field correspondence which is not investigative in nature.

II. In all reports relating to Security Index subjects which contain data affecting material included on subject's existing Security Index card, the administrative pages of report shall indicate (1) that subject is included in Security Index; (2) that data appearing on Security Index card is current or requires change; (3) where changes are necessary that Form FD-122 has been submitted to Bureau.

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III. As noted in 87C 7b (4) when security investigation is concluded and subject's name is not recommended for inclusion in the Security Index, set forth on administrative page of closing report a brief summary statement reflecting reasons for not so recommending.

(b) Documentation of reports

The following instructions apply to both investigative and summary reports on individuals when (1) Agent has reason to believe subject's name will be included in Security Index in the future or (2) subject's name is already included in Security Index:

I. Complete documentation consists of five elements, namely: (1) identity of source, (2) date of activity being reported, (3) date information was received, (4) identity of Agent or Agents receiving information or who can testify to information obtained, and (5) location of original exhibit in office files. Set forth necessary documentation on administrative pages in tabulated form under appropriate headings for each page rather than in narrative form.

II. Wherever possible, evidence and intelligence information reflecting subversive activities obtained from live confidential informants (except high level live informants), physical surveillances, photographic surveillances, public sources, records of private firms, mail covers, and trash covers must be fully documented either in details or administrative pages. If information necessary for complete documentation is not available in subject's case file, necessary review of other office files should be made. If not obtainable, this must be indicated on administrative pages.

III. Extensive investigation should not be conducted to further identify and locate outside individuals who have in the past furnished background information or to obtain documentary evidence of background information. For example, if previous investigation reflected that subject, according to reliable records such as birth records, school records, or records of the Immigration and Naturalization Service, was born at a certain place on a certain date, such information will be sufficient for inclusion in report. Further verification will not be necessary.

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IV. During the preparation of summary reports it ~~will~~ often ~~be~~ found that information being incorporated into a report was originally obtained by another office and all of the necessary information for complete documentation will not be in the possession of the office preparing the report. In such an instance, if the office preparing the report is in possession of Photostats of documents obtained by the other offices and the identity of the source, date of activity, date received, and name of the Agent receiving the information are known, it will not be necessary to request the office originally obtaining the information to document it further by furnishing information showing the location of the original in the office files. If all documentation, except the latter item, is not in the possession of the office preparing the report, it should be obtained.

V. *In submitting reports in security cases, the documentation must be complete. When it is necessary to obtain documentation data from another office, such information should be requested by letter to the other office, not to the Bureau.*

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A separate letter should be sent to the other office, not to the Bureau, requesting the necessary information. Upon receipt of the information, supplemental administrative pages for the report will be prepared by the office which prepared the report and copies submitted to the Bureau. The supplemental administrative pages must be forwarded to the Bureau with a brief cover letter pointing out specifically that the enclosures have been prepared solely to incorporate supplemental documentary data. Each such letter must set out the notation "(Supplemental Documentation)" directly under the individual case caption.

VI. It ~~will not be~~ necessary to document previous summary reports which are suitable for dissemination and are not being incorporated into the current summary reports. However, information being incorporated into the current summaries must be documented in accordance with the above instructions.

VII. It ~~will~~ not be necessary to conduct extensive file reviews to document fully information appearing in these reports concerning persons who have associated with the subjects

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other than to identify the source of the information. For example, if it is found desirable to include in a report the identities of individuals who are known Communists and have been associates of the subject to lend weight to evidence of the subject's potential dangerousness, the source of the information reflecting the associate to be a Communist should be identified.

VIII. It will not be necessary to document fully information reflecting the subversive character of organizations identified in these reports. The approved citations will be sufficient. For example, it will be sufficient to state that the National Council of American Soviet Friendship has been designated by the Attorney General of the United States as coming within the purview of Executive Order 10450.

IX. In a very limited number of instances it may be necessary to obtain a thumbnail sketch or characterization of an individual or organization from another division or the Bureau. When such information is received in your office, it should be placed in thumbnail sketch files in order that it will be available to and can be readily located by Agents having future need for it, thereby eliminating repeated requests of another office for the same information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: November 10, 1955

FROM :

SUBJECT: SECURITY INDEX
Bufile

The following is a report on the status of the Security Index since the last count was furnished to you on October 14, 1955.

Week of:	New Cards Added	Cards Cancelled	Net Change
October 17-21	10	150	-140
October 24-28	12	50	- 38
October 31 - November 4	15	23	- 8
November 7-10	11	6	+ 5
	48	229	-181

During the above-mentioned period, there was a net decrease in the Security Index of 181.

For your information, during the preceding four-week period, 87 cards were added and 1,458 cards were cancelled, a net decrease of 1,371.

The Security Index count as of today is 12,868.

ACTION:

This is for your information.

2113

2114

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 10, 1955

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS
Bufile
0 Security Index - general

SYNOPSIS:

Each month, we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in espionage, internal security, security matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of October 31, 1955, is set forth herein.

In October, there was a decrease in pending active matters in the entire field in the security classifications from 15,180 to 15,068. Delinquent matters also decreased from 3,278 to 2,908. The percentage of delinquent matters decreased from 21.6% to 19.9%.

Letters are being sent to the large offices indicated by asterisks on page 4 and to the smaller offices indicated by asterisks on page 5 herein, commenting upon their delinquent condition and pointing out the necessity of bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely regarding security delinquency and you will be advised of the results of the review of the November, 1955, administrative reports.

Memorandum for

DETAILS:

Since December, 1951, we have been following, on a monthly basis, the 12 field offices having a large proportion of our pending security work, and since March, 1952, all offices. We have written letters to the 12 offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The October, 1955, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 decreased from 15,180 to 15,068. The delinquent items decreased from 3,278 to 2,908. The percentage of delinquent matters decreased from 21.6% to 19.9%.

The following statistics reflect the status of pending work, including both pending active and pending inactive matters, and delinquency for all field divisions, as of December 31, 1951, and the progress for the last four months.

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 AND 105
ALL FIELD DIVISIONS

Classification	12/31/51 *	7/31/55	8/31/55	9/30/55	10/31/55
65	1,314	755	741	690	664
100	32,812	15,477	14,653	14,181	13,555
105	2,895	2,833	2,962	2,962	3,184
Total	37,021	19,065	18,356	17,833	17,403

Memorandum for

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 AND 105
ALL FIELD DIVISIONS

Classification	12/31/51	7/31/55	8/31/55	9/30/55	10/31/55
65	525	93	75	56	63
100	22,518	3,845	2,954	2,719	2,359
105	1,719	606	508	503	486
Total	24,762	4,544	3,537	3,278	2,908

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1954.

CLASSIFICATIONS 65, 100 AND 105
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
12/31/54	23,181	6,697	28.8%
1/31/55	22,678	6,806	29.7%
2/28/55	23,118	7,227	31.2%
3/31/55	22,628	7,623	33.6%
4/30/55	21,249	6,594	30.9%
5/31/55	20,680	6,377	30.8%
6/30/55	18,198	5,077	27.9%
7/31/55	16,280	4,544	27.9%
8/31/55	15,635	3,537	22.6%
9/30/55	15,180	3,278	21.6%
10/31/55	15,068	2,908	19.9%

Memorandum for

Status of Security Work in 12 of the Larger Offices

The following statistics reflect the progress of the 12 larger offices we have been closely following since December, 1951. These offices have approximately 82% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES SECURITY INDEX COUNT AND FOR 65, 100 AND 105 MATTERS

Office	Security Index Cards 10/15/55	Pending Active Matters 9/30/55	Pending Active Matters 10/31/55	Percentage Delinquent 9/30/55	Percentage Delinquent 10/31/55
* New York	2,902	3,850	3,750	24.6%	21.7%
* Los Angeles	2,464	1,705	1,539	32.6%	21%
San Francisco	1,354	1,027	1,078	16%	18.1%
* Chicago	728	960	949	22.9%	24.6%
* Detroit	509	744	677	27%	27%
Philadelphia	645	540	567	16.6%	11.4%
* Newark	452	861	895	23%	21.7%
* Seattle	395	327	376	15%	21.3%
Boston	297	411	319	24.3%	19.7%
* Cleveland	317	296	312	19%	21.5%
* Minneapolis	241	150	156	12%	21.8%
New Haven	274	207	212	12%	11.8%
Total	10,578	11,078	10,830		

* *Letters being sent to office indicated.* *See page 6 herein.*

Memorandum for

Status of Security Work in the Remaining 40 Offices

The remaining 40 offices are listed according to the percentage of delinquency on October 31, 1955, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during October, 1955. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Active Matters 9/30/55	Active Matters 10/31/55	Percentage Delinquent 9/30/55	Percentage Delinquent 10/31/55
* Kansas City	62	55	34.0%	34.5%
* San Diego	243	268	26.3%	29.1%
* Cincinnati	165	179	23.6%	26.8%
* Omaha	43	41	5.0%	24.4%
* El Paso	28	29	21.0%	24.2%
* New Orleans	97	104	22.5%	24.0%
* Indianapolis	112	97	15.0%	20.6%
* Miami	154	148	17.5%	20.0%
Phoenix	77	102	20.7%	19.6%
Houston	33	47	15.0%	19.1%
* Milwaukee	96	107	11.5%	17.0%
Washington Field	717	782	20.0%	16.3%
Atlanta	82	75	12.0%	16.0%
Salt Lake City	28	38	21.0%	15.2%
Springfield	65	59	21.5%	15.2%
Baltimore	441	343	23.5%	14.8%
Dallas	70	63	11.0%	14.3%
Norfolk	33	43	6.0%	14.0%
Butte	40	44	5.0%	13.6%
Buffalo	351	295	7.0%	13.5%
Louisville	23	23	8.0%	13.0%
Birmingham	24	36	41.6%	11.1%
St. Louis	130	159	13.0%	10.6%
Charlotte	64	77	15.6%	10.4%
Pittsburgh	183	196	6.6%	10.2%
Little Rock	18	11	16.0%	9.0%
Richmond	44	44	9.0%	6.8%
San Juan	83	81	12.0%	6.2%

* *Letters sent to offices indicated regarding delinquent status. See page 6 herein.*

Memorandum for

Office	Active Matters 9/30/55	Active Matters 10/31/55	Percentage Delinquent 9/30/55	Percentage Delinquent 10/31/55
Denver	109	97	9.0%	6.1%
Oklahoma City	19	36	5.0%	5.6%
Knoxville	12	18	0.0%	5.6%
San Antonio	67	74	7.5%	5.4%
Portland	65	75	8.0%	5.3%
Mobile	17	19	23.0%	5.2%
Albuquerque	45	50	11.0%	4.0%
Savannah	46	68	4.0%	1.4%
Albany	154	183	7.0%	0.0%
Anchorage	22	28	13.6%	0.0%
Honolulu	25	15	0.0%	0.0%
Memphis	15	29	7.0%	0.0%

The following figures illustrate the progress of the 40 offices as a whole since December 31, 1954, as reflected in the administrative reports.

Date	Pending Active Matters (65,100,105)	Delinquent Matters (65,100,105)	Percentage Delinquent
12/31/54	6,449	1,477	22.4%
1/31/55	6,216	1,201	19.3%
2/28/55	6,347	1,317	20.7%
3/31/55	6,389	1,986	21.7%
4/30/55	5,911	1,348	22.8%
5/31/55	5,413	1,147	21.2%
6/30/55	4,710	964	20.5%
7/31/55	4,101	826	20.0%
8/31/55	4,114	647	15.7%
9/30/55	4,102	652	15.9%
10/31/55	4,238	630	14.9%

Letters to the Field

Letters are being sent to the large offices indicated by asterisks on page 4 and to the smaller offices indicated by asterisks on page 5 herein. A total of 17 letters is being sent to the field in this matter, commenting upon existing delinquency and pointing out the necessity of bringing security cases to and maintaining them at proper levels.

[redacted]

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Assistant Attorney General

October 20, 1955

Director, FBI

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SECURITY INDEX LIST

General

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within three designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Enclosure

YELLOW: Espionage Section of the Special Section not included. There are no U. S. Government Employees included in the Security Index. The three designated groups are:

Foreign Government Employees
United Nations Employees
Pro-Tito Yugoslavs